

Amended ADAMS COUNTY BOARD OF SUPERVISORS MONTHLY  
MEETING

ADAMS COUNTY BOARD ROOM

February 17<sup>th</sup>, 2009, 6:00 p.m.

1. Call to Order by the Chair
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve the Agenda
7. Approval of the January 20, 2009 County Board Minutes.
8. Public Participation (if requested by the County Board Chair)
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk, and appoint 6 supervisors to approve claims West, Loken, Ward, Stuchlak, England, Kirsenlohr to review during recess.
10. **Correspondence:** Letter dated February 01, 2009 from William Pegler, regarding Peppermill Lake District.
11. **Appointments:**
12. **Unfinished Business:**
13. **Reports and Presentations:**
  - a. Administrative Coordinator/Director of Finance
  - b. Department
    - Register of Deeds 2008 Annual Report
    - Land Information 2008 Mapping Project Annual Report
    - Clerk of Circuit Court 2008 Annual Report
    - Community Service Program 2008 Annual Report
  - c. Miscellaneous
    - Discussion on nutrition program
    - Shoreland Protection Ordinance/Buffer presentation
    - Update/presentation on Easton Dam Reconstruction & Improvement on Easton Lake Project

14. Review of Committee Minutes		
Ad Hoc Rules 1/27 County Board 1/20 Corp Counsel Long Rng 1/23 Exe Com 1/12 Humane Society 1/6	Land Info 10/23/08, 1/22 LEPC 8/18/08, 2/9 Library 1/26 Library Financial 1/31 Plan & Dev 1/7, 1/12, 2/4 Property 12/2, 12/16	Pub Safety & Jud Com 1/14 Pub Works 1/8, 1/14 Resource & Rec 1/13, 2/2 SCLS 1/12 Surveyor 2/3

15. **Resolutions:**

**Res. #14:** To adopt and ratify the revised Sanitary Permit Fees schedule for the Planning and Zoning Department as attached hereto.

**Res. #15:** To authorize the Administrative Coordinator to act on behalf of Adams County to apply for \$7,600 from the Wisconsin Department of Natural

Resources Aquatic Invasive Species Grant Program for the purpose of educating residents and visitors of Big Roche A Cri Watershed on identification, prevention and control of aquatic invasive species.

**Res. #16:** To request the Legislature and Governor to adopt legislation giving Adams County the authority to become a Premier Resort Area.

**AMENDMENT:**

**Res. #17:** To rescind **the portion of** Resolution No. 66-2007 **approving Grade 10, Step 1 of the Adams County pay scale as the salary for the position of Legal/Personnel Secretary** and comply with the County's existing procedure for new position classification and adopt the evaluation of Carlson Dettmann, that the position of Legal/Personnel Secretary be placed in Grade 6 of the Adams County pay scale (2008).

**Res. #18:** To appoint a member of the Public Safety and Judiciary ("PS&J") Committee as a liaison to assist with and assure communication between Adams County and the Adams County Human Society (ACHS), by attending ACHS meetings and reporting to the Public, Safety & Judiciary Committee.

**16. Ordinances:**

**Ord. #05:** Amend Adams County Shoreland Protection Ordinance.

**Ord. #06:** Rezone a portion of a parcel of land in the Town of Springville, owned by Myrna Maron, 5.2 acres on property located in the NW ¼, NE ¼, Section 3, Township 15, North, Range 5 East, on Fawn Avenue, changed from a A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District.

**Ord. #07:** Rezone a parcel of land in the Town of Richfield, owned by Lois Jacobs, property (40 acres) located in the NW ¼, SE ¼, Section 25, Township 18 North, Range 7 East, on 1<sup>st</sup> Drive, changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

**Ord. #08:** Rezone a portion of a parcel of land in the Town of New Chester, owned by William McChesney, NW ¼, SW ¼ Section 10, Township, 16 North, Range 7 East, at 2552 County Road E, property be changed from a Recreational/Residential District to a General Purpose District.

**17. Denials:**

**18. Petitions:**

19. Approve Claims

20. Per Diem and Mileage for this Meeting read by the County Clerk.

21. Motion for County Clerk to correct errors.

22. Set next meeting date.

23. **Closed Session:** (none)

24. Adjournment

Peppermill Lake District  
P.O. Box 406, Oxford, WI 53952



2/01/2009

Dear Adams County Board Members,

Over the last five years, the Adams County Land & Water Conservation Department (LWCD) has played a critical role in the success of Peppermill Lake. Through its guidance we have developed a comprehensive lake management plan, instituted a Clean Boats, Clean Water program, controlled the spread of aquatic invasive species, identified critical habits, restored crumbling shorelines, and much more.

The LWCD has been a powerful liaison with the County and the DNR acting on behalf of all the lakes in Adams County and through its coordinated efforts we have been able to learn from the successes and failures of our sister lakes. Through its institutionalization of all this knowledge, the learning curve for future Adams County residents will be much smoother. Trial-and-error is slow process most of the time, and anything that can minimize this process can only be considered a boon.

The County Board, too, in its wisdom, is seeking to preserve the quality of Adams County water resources, for the long term, through the consideration of storm water run off and shoreline protection ordinances. These efforts, when taken as a whole, speak to the importance of looking to the future, to the acknowledgement that what is not cared for today could be lost, tomorrow.

The Peppermill Lake District Board understands the financial pressures the County and the State are experiencing and that these are difficult times, to say the least. Inadequate funding of these long fought for conservation efforts of the County could jeopardize the quality of our lakes for years to come. The Peppermill Lake District Board, therefore, would like to express its support for a fully staffed Land & Water Conservation Department and hopes that the residents of Peppermill Lake can be part of a workable solution for the County.

Respectfully submitted,

William Pegler, Peppermill Lake District Board Chair

Hey Al,

Here's the letter I drafted in support of the Land & Water Conservation Department. If you could read it into the record at the next February Meeting, we'd greatly appreciate it.

Thanks, Al

---Bill





## **ADAMS COUNTY REGISTER OF DEEDS**

**JODI M. HELGESON**



PO Box 219  
402 MAIN ST  
FRIENDSHIP WI 53934  
608-339-4206

DEPUTIES:

JULIE GOODHUE

### **2008 ANNUAL REPORT**

*To the Honorable Board of Supervisors of the County of Adams, State of Wisconsin.*

I, Jodi M. Helgeson, Register of Deeds for Adams County, Wisconsin, respectfully submit the following report for 2008.

Documents recorded: 7,525

#### Vital Records Filed:

Birth -178

Death -224

Marriage -123

Veterans Discharges -16

#### Web Sales for 2008

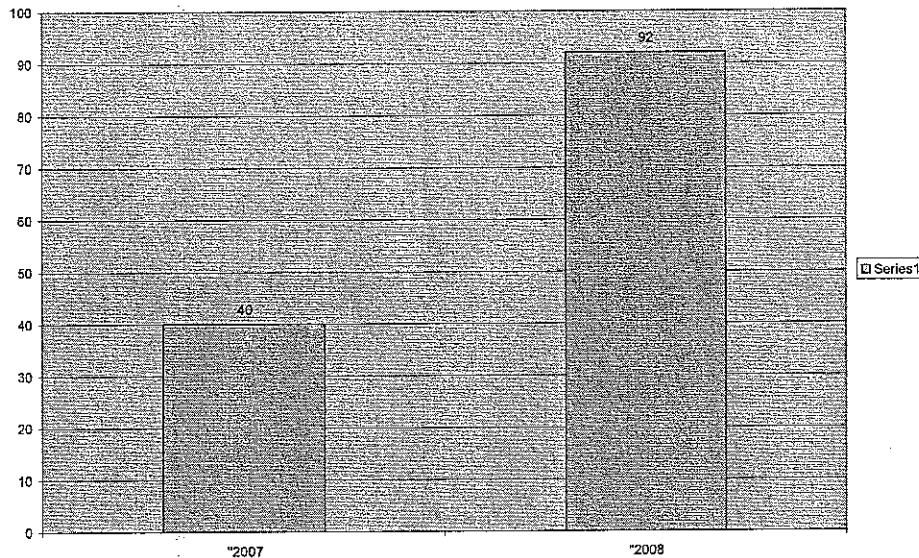
Total Sales \$5,571.00

Number of Transactions 503

Web sales of documents has increased and benefited the county a great deal in terms of revenue and services provided to our customers. These are customers that generally would not visit the office to purchase a copy but rather businesses throughout the US that have included Adams County in their demographics.

I continue to utilize court ordered community service on projects such as dusting the office and transferring data from card indexes to computer.

Recorded Sheriffs Deeds



Sheriff's Deeds are recorded after a property completes the foreclosure process and is sold to the new buyer at sale on the courthouse steps. An estimated 85% of those are due to default on mortgages and are purchased back by the bank.

## ADAMS COUNTY REGISTER OF DEEDS REVENUES

Total Monies Deposited:	\$388,678.75
Monies send to state agencies <sup>1</sup>	\$206,880.40

Balance for Adams County	\$181,798.35
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Monies for Adams County  
distributed as follows:

Revenue	
#1013.46130 (Register of Deeds)	\$144,388.35

Revenue	
#1013.46131 & 32 (Adams County Land Information)	\$37,410.00

The Register of Deeds office is the source of funding for the Adams County Land Information program through recording fees collected for each document. Monthly reports are provided to the Land Information Officer on monies received for this purpose.

Respectfully submitted this 17th day of February, 2009.

Jodi M. Helgeson  
Register of Deeds

## FEW THINGS MUST LAST AS LONG AS COUNTY RECORDS"

<sup>1</sup> 80% of Real Estate Transfer Fees to Dept. of Revenue; Birth Certs: \$7.00 of first copy sale to Children's Trust Fund, \$8.00 to automation fund; Death and Marriage: \$13.00 of first copy sale to automation fund \$2.00 of each recording fee to Wisconsin Land Information Program.



## **ADAMS COUNTY LAND INFORMATION**

**PO Box 219**

**Friendship WI 53934**

**Jodi Helgeson-Land Information Officer-Register of Deeds**

In 2001 Resolution #104-2001 (attached) authorized funds to complete the digital parcel mapping project for Adams County at a faster pace in order to finish the project within a reasonable time period. At the time the resolution was passed, using only retained fees from the Land Information program, it was estimated the project would take 15 years to complete. With the loan from the county, the estimated time period was shortened to 5 years. With the cooperation of MSA Professional Services, vendor for the project, and the Land Information Committee this time period was shortened by one year in order to meet the requirements of a Strategic Initiative Grant in the amount of \$100,000 from the state Land Information Program. In exchange for the advanced funds, 50% of the retained fees from the county retained portion of the program is paid back at the end of each year. It is anticipated that we will be able to pay back the balance in approximately 6 years. I will continue to work with departments that have grant projects to determine whether we can obtain additional funds to pay towards this project so that we may pay it back more quickly.

### **Report of payments to Adams County for mapping project - Resolution # #104-2001 (attached)**

YEAR TOTAL EXPENSES		PAYMENT TO COUNTY INCLUDING ANY GRANTS	
2002	\$149,418.06	\$21,524.20	
2003	\$100,316.35	\$93,587.00	
2004	\$96,060.44	\$25,279.50	
2005	\$48,030.22	\$62,857.50	
2006	\$0.00	\$26,845.50	
2007	\$0.00	\$23,982.50	
2008	\$0.00	\$18,705.00	
			BALANCE DUE
	\$393,825.07	\$254,076.20	\$121,043.87

Estimated that balance will be paid in 6 years at the average rate of \$20,000 per year.

Several county departments use this information for various projects such as zoning notification, addressing, elections, lake and stormwater management, investigations and emergency services. The county land records website has incorporated parcel maps to provide the public with a 24/7 access to land records.

RESOLUTION NO. 104, 2001

INTRODUCED BY: Land Information Committee/Land Conservation  
Committee/Planning and Zoning Committee

Definitions: GPS - Global Positioning System

GIS - Geographic Information System

INTENT AND SYNOPSIS: To borrow \$450,000 over a period of time to complete the countywide digital mapping project for Adams County.

FISCAL NOTE: Phase I: \$150,000 to perform GPS work, prepare parcel packets, perform digital mapping. Phase II: \$150,000 to perform GPS work, prepare parcel packets, perform digital mapping. Phase III: \$150,000 to perform GPS work, prepare parcel packets, perform digital mapping. Areas to be mapped will be selected according to cost sharing projects, municipality participation and information available. Estimated date of completion: June 2006

WHEREAS: The Adams County Land Information Program implemented a digital parcel mapping project in 1996 and continues mapping and maintaining digital maps of the following townships in Adams County: Town of New Haven, Town of Dell Prairie, Town of Leola, Town of Colburn, Town of Rome and portions of the Town of Jackson and the Town of Springville.

WHEREAS: Current GPS work being done by the County Surveyor will take over 15 years to complete at the current schedule. The County Surveyor does approximately ½ township per year.

WHEREAS: Layering techniques including zoning, floodplain, soils, sanitary and road maintenance are difficult and expensive to do without standard digital parcel maps.

WHEREAS: Rapid advances in technology will make a long term mapping project susceptible to major upgrades and increased costs. Implementation of a county GIS system is not possible without digitized base parcel mapping.

WHEREAS: The public must currently go to two different departments to obtain maps due to some maps being digital and some on paper. Easy public access to map information along with connection to parcel information is desired by local governments, business and citizens.

WHEREAS: A minimum annual transfer of 50% of annual revenue will be made from the Adams County Land Information revenue account to repay the amount borrowed. Revenues are from retained fees and/or grants.

NOW THEREORE BE IT RESOLVED By the Adams County Board of Supervisors to approve a transfer in the amount of \$450,000 from the general fund in three phases to the Land Information Program Purchased Services account to complete the digital parcel mapping project as currently being done.

Dated this 23<sup>rd</sup> day of October, 2001.

<u>Al Sebastiani</u>	<u>Bill Shannon</u>
<u>Florence Johnson</u>	<u>Scott Calk</u>
<u>Garry Babcock</u>	<u>David C. Labanski</u>
<u>John Segeinlohn</u>	<u>Marcello Hardin</u>
<u>James</u>	<u>Robert Heinefeldt</u>
<u>Wendy Miller</u>	

Adopted ☒

By the Adams County Board of Supervisors this 23<sup>rd</sup> day of October, 2001.

Defeated ☐

Beverly Ward  
Beverly Ward, County Clerk

George Kaldenberg  
George Kaldenberg, County Board Chair

**TO THE HONORABLE BOARD OF SUPERVISORS FOR ADAMS COUNTY:**

I, DIANNA D. HELMRICK, CLERK OF CIRCUIT COURT FOR ADAMS COUNTY, WISCONSIN, RESPECTFULLY SUBMIT THE FOLLOWING REPORT OF RECEIPTS AND DISBURSEMENTS OF THIS OFFICE FROM JANUARY 1, 2008 THROUGH DECEMBER 31, 2008.

BALANCE BROUGHT FORWARD JANUARY 1, 2008 \$ 88,806.05

**RECEIPTS**

**COURT REVENUE:**

\$ 1,060,467.61

Circuit Fees	\$ 107,876.61
Clerk's Fees	\$ 23,122.16
Penalty Assessment	\$ 78,944.60
Crime Victim/Witness Surcharge	\$ 26,454.28
Justice Information Fee	\$ 51,797.39
Jail Assessment	\$ 30,043.89
Driver Improvement Surcharge	\$ 48,179.98
Wild Animal Surcharge	\$ 105.00
DNR Restitution	\$ 1,875.20
Snowmobile Registration Surcharge	\$ 1,672.35
DNR Assessment	\$ 17,712.87
Wildlife Violator Compact Surcharge	\$ 1,015.67
Domestic Abuse Assessment	\$ 2,707.25
Truck Driver Education Surcharge	\$ 148.00
Interest Revenue	\$ 991.89
Drug Offender Diversion Surcharge	\$ 157.50
Railroad Crossing Improvement Surcharge	\$ 28.55
Weapons Assessment	\$ 492.52
Occupational License Fee	\$ 80.00
Family Counseling Service Fee	\$ 1,590.00
Mediation Fee	\$ 908.83
Drug Abuse Surcharge	\$ 7,464.53
DNA Surcharge	\$ 1,733.00
Crime Lab/Drug Law Assessment	\$ 24,281.62
Consolidated Court Automation Project	\$ 32,703.51
Court Service Fee	\$ 323,094.51
Municipal Fees	\$ 1,700.00
10% Restitution Surcharge	\$ 364.60
Miscellaneous Receipts	\$ 31.97

**FINES AND FORFEITURES:**

County	\$ 104,680.57
State - Chapter 341-347, 349 & 351	\$ 66,905.52
State - Chapter 348	\$ 10,213.95
State - All Others	\$ 91,389.29

**TRI-LAKES DISTRICT**

\$ 443.75

**CITY OF ADAMS**

\$ 12,933.14

**TOWN OF ROME**

\$ 432.11

**RESTITUTION**

\$ 16,176.26

**BAIL**

\$ 91,611.35

**TRUST**

\$ 186,527.20

**TOTAL RECEIPTS**

\$ 1,368,591.42

\$ 1,457,397.47

### DISBURSEMENTS

TREASURER, COUNTY OF ADAMS	\$ 1,060,467.61
TREASURER, TRI-LAKES DISTRICT	\$ 443.75
TREASURER, CITY OF ADAMS	\$ 12,933.14
TREASURER, TOWN OF ROME	\$ 432.11
REFUND (FROM 2007)	\$ 2,120.60
RESTITUTION	\$ 15,122.93
BAIL	\$ 127,415.06
TRUST	\$ 185,104.43

**TOTAL DISBURSEMENTS:** \$ 1,404,039.63

### BALANCE ON HAND 12-31-08

RESTITUTION	\$ 1,768.33
BAIL	\$ 43,771.33
TRUST	\$ 7,818.18

**TOTAL BALANCE ON HAND 12-31-08** \$ 53,357.84

**\$ 1,457,397.47**

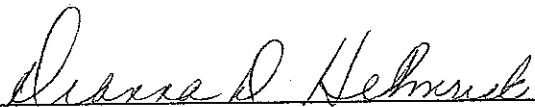
### SPECIAL FEES PAID:

JURY FEES	No. issued: 99	\$ 4,205.33
WITNESS FEES	No. issued: 38	\$ 1,370.00
INTERPRETER FEES	No. issued: 8	\$ 1,771.41
LAND COMMISSIONERS	No. issued: 6	\$ 216.51


STATE OF WISCONSIN )  
                                  ) SS.  
COUNTY OF ADAMS )

I, Dianna D. Helmrick, Clerk of Circuit Court for Adams County, Wisconsin, being first duly sworn on oath, do say that the within and foregoing report is true to the best of my belief and knowledge based upon the records of my office.

Dated this 9<sup>th</sup> day of February, 2009

  
\_\_\_\_\_  
Clerk of Circuit Court  
Adams County, Wisconsin

Subscribed and Sworn to before me  
this 9<sup>th</sup> day of February, 2009

  
\_\_\_\_\_  
Notary Public, Adams County, Wisconsin  
MCE: 11-07-2010

### CASE DATA - 5 YR COMPARISON

<u>FILED:</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
CIVIL CASES	270	313	349	407	488
FAMILY CASES	135	121	123	152	137
PATERNITY ACTIONS	48	37	43	44	54
CRIMINAL MISDEMEANORS	565	625	644	574	590
CRIMINAL FELONIES	120	134	160	160	210
TRAFFIC /NON-TRAFFIC FORFEITURES	3903	4023	3634	3915	3520
JUVENILE FORFEITURES	397	388	424	417	287
SMALL CLAIMS	601	633	672	673	905
GARNISHMENTS	168	199	181	207	320
APPEALS PROCESSED	3	9	6	8	6
INCARCERATED PERSONS CASES	0	0	0	0	2
CIVIL COMMITMENTS (Chapter 980)	0	0	0	0	0
PASSPORT APPLICATIONS PROCESSED					126
OCCUPATIONAL LICENSE APPLICATIONS					2
JURY TRIALS HELD					3

### MISCELLANEOUS DATA

State tax liens, transcript judgments, foreign judgments, construction liens, maintenance liens, hospital liens, property tax liens, DWD warrants and executions, list of officer, oaths of office, and Judicial appointments are processed and recorded in this office but not included in the above listed categories.

This office also maintains the daily court calendar, scheduling matters filed in this county, coordinating dates with other counties for judges assigned to Adams County Cases. All case filings and case activities in either pending or closed files returned for an activity are reported to the Wisconsin Information System through the Consolidated Court Automation Program (CCAP) computer system. All monies passing through this office and the office of the Register in Probate are also managed through CCAP.

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This has been an amazing year beginning with the nomination of presidential candidates, through the primary, the campaign and an election that made history. The economic climate concerns everyone; our county experienced an 80% increase in the filing of foreclosure action over last year. Increased filings of small claims and garnishment actions is just another indicator of the financial struggles. We all hope the worst is over. In February this year, the Register in Probate began using the financial application of CCAP for easier, more efficient financial management. Our collections clerk turned over about 235 debts to DOR for tax intercept and is utilizing other aggressive measures for debt collection.



# **COMMUNITY SERVICE PROGRAM ANNUAL REPORT FOR 2008**

The Community Service program had 358 active participants in the program for 2008. The participants completed 29,208 hours of Community Service. 244 adults completed 27,547.75 hours and 114 juveniles completed 1660.25 hours. At a credit of \$6.00 per hour, this results in a benefit of \$175, 248 of labor completed by participants.

## **COMMUNITY SERVICE PROGRAM SUMMARY**

The Community Service Program gives great financial benefit to the Adams County community. At the \$6.00 per hour credit that is given to participants, the worksites receive the benefit of labor that could otherwise cost a great deal more if temporary help or contractors were hired to complete the labor done by participants.

Community Service participants benefit because most are in a low-income bracket, unemployed or living off Social Security benefits. These individuals must be responsible for their offenses, yet paying of their fines would result in a financial burden to themselves or their families. Many would not be able to pay which could result in a punishment of jail time which would cost the County money, or a suspension of their driver's license which could affect their employment and family responsibilities.

## **COMMUNITY SERVICE PROGRAM ASSISTS ELDERLY/DISABLED INDIVIDUALS**

The Community Service Program accepts and screens applications from elderly and disabled individuals requesting help with work, maintenance and repairs that they can not perform themselves and can not afford to hire out.

## **COMMUNITY SERVICE PROGRAM PARTNERS WITH ALIVE AND FAITH IN ACTION**

The Community Service Program has a strong working relationship with the ALIVE alternative school in town and Faith in Action. Staff and volunteers at Faith in Action will call with request from elderly/disabled individuals in the county to have yards raked, snow shoveled or fire wood hauled and stacked. ALIVE students then perform requested tasks as ALIVE staff provide supervision.

## ADULT COMPONENT OF THE PROGRAM

The 244 adults participating in the program in 2008 were active for the following reasons:

Community Service	# of Cases	Status	Comment
Court Ordered	29	10 Completed 7 Discharged for Noncompliance 1 Moved 11 Remain Active	4,108 hours were assigned and 1646.5 hours were credited. Court Ordered hours were assigned by the following counties: 20 Adams Cty 1 Juneau Cty 2 Portage Cty 1 Oneida Cty 1 Richland Cty 1 Dane Cty 1 Green Lake Cty 1 Milwaukee Cty 1 Illinois
Fines	583  (206 participants)	224 Cases Satisfied 46 Credit given for payment plan 139 Discharged for noncompliance 2 Paid in Full 172 Remain Active	37,345.25 hours were assigned and 15,171 hours or \$91,026 was credited.
Probation Ordered	7	3 Completed 2 Discharged for noncompliance 1 Revoked 1 Remain Active	A total of 165 hours were assigned and 100 hours were credited.
Earned Good Time	18	189 Earned Good Days 4961.25 hours performed	Earned Good Time was started in June 2008. Inmates are allowed to earn 1 good day with every 24 hrs performed.

Monthly calendars are sent to participating adults with a variety of community service activities to attend. Adults are assigned 10 hours per month and are encouraged to perform more hours if able. Failure to contact the Community Service office and perform hours for 3 consecutive months' results in termination from program and cases are then referred back to the Clerk of Courts office for payment.

## JUVENILE COMPONENT OF THE PROGRAM

The 114 juveniles participating in the program in 2008 were active for the following reasons:

Community Service	# of Cases	Status	Comment
Court Ordered	11	7 Completed 3 Discharged for failure to complete hours within allotted time. 1 Remains active	270 hours were assigned and 192 hours were credited
Fines	293  (95 participants)	61 Completed 8 Credit given for payment plan 123 Discharged for noncompliance 88 Remains active 13 Dismissed due to death	7094.75 hours assigned and 1412.75 or \$8476.50 were credited.
DPA (Deferred Prosecution Agreement)	8	1 Completed 5 Discharged for failure to complete hours within allotted time. 2 Remain active	125 hours were assigned and 61.75 hours were credited.

Monthly calendars are sent to participating juveniles with a variety of community service activities to attend. Juveniles are assigned 5 hours per month and are encouraged to perform more hours if able. Failure to contact the Community Service office and perform hours for 3 consecutive months' results in termination from program and cases are then referred back to the Clerk of Courts office for payment.

# COMMUNITY SERVICE PROGRAM OVERVIEW 1998-2008

<b>YEAR / PARTICIPANTS</b>	<b>TOTAL HOURS</b>	<b>BENEFIT AT \$6.00 PER HR</b>
1998 / 105	4,575.25 hrs	\$27,451.60
1999 / 147	7,615 hrs	\$45,690.00
2000 / 154	8,426.5 hrs	\$50,559.00
2001 / 215	13,516.25s hrs	\$81,099.00
2002 / 289	16,55.75 hrs	\$99,328.50
2003 / 325	13,477.5 hrs	\$80,865.00
2004	No Report Available	
2005	No Report Available	
2006 / 285	19,932.75 hrs	\$119,596.50
2007 / 296	15,075 hrs	\$90,450.00
2008 / 358	29,208 hrs	\$175,248.00

# 2008 Community Service Worksite Log

WORKSITE	Huber Site	Participant Site	Site Activities	Comments
Adams County Landfill	x 4 Full time	x	Huber inmates assisted in the Recycling Center and office. Participants assisted with annual Clean Sweep and picking up trash along the driveway and back area. Participants have assisted with the Recycling Center and office on a as needed basis	
Adams County Courthouse	x Varies- department request	x	Huber inmates and participants assisted the maintenance department (raking, snow removal, painting, moving offices), maps, mass mailings, compiling brochures, putting stamps on envelopes, data entry, making copies, shredding and filing.	Increased activities in 2008
Adams County Aging Department	x 1 Full time	x	Huber inmates assisted in the main kitchen with meal preparation. Individuals assisted with delivering meals on wheels and to the other meal sites. Participants assisted at satellite meal sites.	
Adams County Library	x 1 Part time	x	Huber inmates assist with cleaning and shelving books. Participants assist with assembly of shelves, cleaning and shelving books.	New site in 2008
Adams County Parks	x 3 Full time Seasonal	x	Huber inmates assisted at Castle Rock County Park and outlying parks. Participants assisted at Castle Rock County Park, Petenwell County Park and outlying parks. Huber inmates assisted with directing cars at Castle Rock Park for the 4th of July event.	
Practical Cents Resale Store	x 2 Full Time	x	Huber inmates and participants assist with accepting donations, sorting and cleaning donations. Individuals assist with putting donations on the floor. Individuals also assist with pick up of large donated items in the community.	
Adams County Humane Society	x 2 Full Time	x	Huber inmates and participants assist with cleaning kennels and caring for the animals.	New site in 2008
Adams County Food Pantry	x 1 Full Time	x	Huber inmate assists with onsite food pantry (accepting donations, unload trucks, assist individuals with taking food to vehicle), answering phones, cleaning and various projects. Participants assist with food pantry and 2nd Harvest Mobile Food Pantry.	New Huber site in 2008
Adams County Fairgrounds	x 4 Full Time Seasonal	x	Huber inmates assisted with large projects--painting and repairing display boxes, painting show arena, cleaning barns and buildings, setting up for fair. Cleaning grounds during and after fair. Cleaning after livestock show. Participants were able to assist with cleaning before and after fair. Participants also sat in the Exhibition Hall supervising entered projects.	New Huber site in 2008

Mid-State Technical College	x 1 Full Time	x	Huber inmates assisted with general cleaning of building and grounds keeping. Participants assisted with cleaning computer lab and preparing brochures.	No longer a huber site in 2009-MSTC cut staff position
Adams County Jail	x 1 Full Time		Huber inmates assisted in the kitchen, passing and collecting trays.	
Friendship Connection		x	Participants clean and decorate facility 1-2 times per month, rake leaves, shovel snow and painted picnic tables.	
Adams County Land Conservation		x	Assist with set up, clean up and day of Annual Tree and Shrub sale.	
Adams Friendship Area Schools	x As needed	x	Huber inmates assisted in the summer with unpacking computers and rearranging classroom equipment. Participants assist at the Afterschool Program, assist with janitors at the Middle School. Participants assisted in individual classrooms. Participants assisted with afterschool extra curricular activities. Participants assisted the high school and middle school bands with their Mardi Gras fundraiser and promoting music month.	Increased activities in 2008
Adopt A Highway		x	Participants assisted with highway clean up along Hwy 21.	No longer a site in 2009- safety issue on busy highway with juveniles
Bridges for Youth		x	Participants assisted with raking, snow removal, painting picnic tables, and rearranging office space.	
Burt Morris Park	x	x	Huber inmates and participants assisted with the Little League Concession Stand and in cleaning up of the park.	New site in 2008
Friends of the Park		x	Participants assisted with the Annual Pumpkin Walk and Haunted Hayride.	
Alano Club	x	x	Participants assisted with cleaning facility, lawn care and painting the building.	New site in 2008
American Cancer -Relay for Life	x	x	Huber inmates assisted with setting up tents and cleaning grounds after event. Participants assisted with handouts, judging and various activities.	
Habitat for Humanity		x	Participants assisted at the house site with various tasks. Participants also assisted with mass mailings.	
Knights of Columbus	x	x	Huber inmates assisted with the construction of floats and church maintenance. Participants assisted with painting playgrounds at local elementary	New site in 2008
Special Olympics		x	Participants assisted with basketball practice. Participants assisted with the home tournament by helping referee games and work concessions.	New site in 2008

Antique Snowmobile Club			x	Participants assisted with set up and take down of show and being a "runner" for the judges.	New site in 2008
Feline Friends-Cat Rescue			x	Participants assisted with building, repairing and weatherizing cat cages.	
Grand Marsh Community Center			x	Participants assisted with monthly fish fry's, dances and special dinners. Participants assist with holiday parties for area children. Participant takes care of snow removal.	
Grand Marsh Corn 'n Tater Festival	x--4-10 individuals		x	Huber inmates and participants assist with serving food, cleaning and various other tasks as assigned	
Salvation Army	x--as many as schedule permits		x	Huber inmates and participants assist with ringing the bell during the holiday season at local businesses.	Increased activities in 2008
Have A Heart Rescue			x	Participants assisted with feeding and playing with the dogs.	New site in 2008
Town of Rome			x	Participants assisted with the annual Rome Days by cleaning bathrooms and emptying garbage cans.	
Adams County Cemeteries			x	Participants mowed the lawns and raked leaves as needed.	2 New Cemeteries in 2008
Big Flats Transfer Site			x	Participant assisted with the transfer site.	New site in 2008
Adams County Churches			x	Participants assisted with cleaning churches, Sunday School, fundraisers, and ground keeping.	1 New Church in 2008
Coats for Kids	x--as needed		x	Assist with coat drive and sorting donated winter wear. Maintain donation center located at Practical Cents.	
Village of Friendship			x	Participants assisted with cleaning of hall, kitchen and office. Performed office filing as requested.	New site in 2008
<b>2008 Misc Worksites</b>					
Mauston Public Library					
Union Grove Fire Department					
Goodwill-Wood County					
Sauk County Humane Society					
Cornerstone Youth Group					
Juvenile Treatment Facilities					
Angel Tree					
Key Club					
Project Lifesaver					
Sand County Players					
				These sites were used on an individual basis due to location of participant and ability to perform community service. A number of these sites benefited from individuals having court ordered or probation ordered hours.	

Resolution No. 14 -2009

ADAMS COUNTY RESOLUTION TO INCREASE PLANNING & ZONING DEPARTMENT  
SANITARY PERMIT FEES

INTRODUCED BY: Planning and Development Committee

INTENT & SYNOPSIS: To adopt and ratify the revised Sanitary Permit Fee schedule for the Planning and Zoning Department as attached hereto.

FISCAL NOTE: No appropriation of funds is required. Fee revenues provide funding for departmental operations.

WHEREAS: The County Board has by Ordinance, the power to adjust from time to time the fee structure of the Planning & Zoning Department; and

WHEREAS: The costs of providing inspection and general department services continues to rise; and

WHEREAS: The current permit fees for sanitary permit review and inspection services fail to cover the cost of services provided; and

WHEREAS: A short-fall in permit fees creates a situation where the County levy is subsidizing the construction of new and repaired sanitary systems; and

WHEREAS: The adjusted Fee Schedule attached hereto was approved by the Planning and Development Committee on February 04, 2009.

NOW, THEREFORE, BE IT RESOLVED: BY THE Adams County Board of Supervisors that it is hereby approved to adopt and ratify the attached Fee Schedule for the Planning and Zoning Department, effective March 01, 2009.

Dated this 4th day February, 2009.

Joanne Sumpter  
Joseph Stuebel  
Shylina Breese  
Glenn Licitar

Levy G. James  
Michael J. Kozlowski  
Mark H. H. H.

ADOPTED ( )

DEFEATED ( )

BY THE ADAMS COUNTY BOARD OF SUPERVISORS THIS 17th DAY  
OF February, 2009.

COUNTY BOARD CHAIRPERSON

COUNTY CLERK



# ADAMS COUNTY PLANNING & ZONING DEPARTMENT

## FEE SCHEDULE Sanitary Page 1

Effective March 01, 2009

**Note** State Sanitary Permit fee has increased (12-01-08) from \$75.00 to \$100.00. This charge applies to POWTS permits and is included in the fee.

The Adams County POWTS Maintenance Management Program Fee ----- \$100.00 -- \$100.00.  
This fee is applied to all new or total POWTS replacement and Holding Tank permits. Permit fees do not include Register of Deeds document recording fee(s). *NOTE: This fee was added in the past, now it is included.*

	<b>Current</b>	<b>New</b>
	<b>Fee</b>	<b>Fee</b>
<b><u>New POWTS or Total Replacement</u></b> <i>Permit fees include \$100.00 System Maintenance Management Fee</i>		
Non-Pressurized In-Ground (Conventional) System < 1000 gpd -----	\$250.00	\$400.00
Mound, At-Grade, Pressurized In-Ground & Sand Blanket Systems < 1000 gpd -----	\$350.00	\$500.00
Holding Tank (including water meter) < 1000 gpd -----	\$500.00	\$650.00
Sand Filter, ATU, Wetland & Other Pretreatment Components or New Technologies < 1000 gpd --	\$400.00	\$550.00
POWTS > 1000 gallons per day -----	\$600.00	\$750.00
<b><u>*POWTS Drain Field Replacement</u></b> <i>Permits do not require \$100.00 System Maintenance Management Fee</i>		
Non-Pressurized In-Ground System < 1000 gpd -----	\$175.00	\$225.00
Mound, At-Grade, Pressurized In-Ground & Sand Blanket Systems < 1000 gpd -----	\$275.00	\$325.00
POWTS > 1000 gallons per day -----	\$350.00	\$425.00
<b><u>*POWTS Septic or Dosing Tank Replacement</u></b> <i>Permits do not require \$100.00 System Maintenance Management Fee</i>		
POWTS < 1000 gallons per day -----	\$175.00	\$225.00
POWTS > 1000 gallons per day -----	\$350.00	\$425.00
<b><u>Sanitary Review Fees not included with Sanitary Permit Fee</u></b> <i>Fees do not include document recording fee(s)</i>		
Soil and Site Evaluation Report -----	New	\$25.00
<i>Fee applies if not submitted with a complete Sanitary Permit Application</i>		
Controlled Flowage Report -----	\$50.00	
Alternate Design Flow -----	\$25.00	
Soil Saturation Determination Hydrograph Method -----	\$25.00	
Soil Saturation Determination Groundwater Monitoring -----	\$100.00	
Plan Revision -----	\$75.00	
Permit Renewal -----	\$75.00	
Change of Plumber -----	\$75.00	
Permit Transfer Between Owners -----	\$75.00	

# ADAMS COUNTY PLANNING & ZONING DEPARTMENT

## FEE SCHEDULE Sanitary Page 2

Effective March 01, 2009

Permit fees include \$100.00 System Maintenance Management Plan Fee when applicable. Fees do not include document recording fee(s)

	<i>Current Fee</i>	<i>New Fee</i>
<b><u>County Sanitary Permits POWTS</u></b>		
For items not governed under a Sanitary Permit		
POWTS Reconnect -----	\$175.00	
POWTS Repair -----	\$150.00	
Including, but limited to replacing or repairing of sanitary tank baffles, risers, riser covers, pumps, alarms, filters and drain-field components.		
POWTS Alteration -----	\$150.00	
For component(s) additions or modifications not governed under a Sanitary Permit.		
Temporary Holding Tank Use -----	<i>New</i> -----	\$200.00
To allow the temporary use of septic tank component(s) as a holding component of a permitted POWTS design with recorded Servicing Agreement.		

### **County Permit Non-plumbing Sanitation Systems** Systems and devices within the scope of ch. Comm 91 Wisc. Adm. Code.

Vaulted Privy, Composting Toilets, and Incinerating Toilets -----	\$400.00	
System Maintenance Management Plan with recorded Servicing Agreement required – Maintenance Management fee (\$100.00) included.		
Transfer Container Limited Use -----	<i>New</i> -----	\$50.00
Annual Use Permit that runs from Jan. 1 to Jan. 1 that requires a recorded Servicing Agreement. If renewed prior to expiration. -----		\$25.00
Portable Restroom Limited Use -----	<i>New</i> -----	\$25.00
Annual Use Permit that runs from Jan. 1 to Jan. 1 that requires a recorded Servicing Agreement.		

### **Administrative Review Fees**

Fees do not include Register of Deeds document recording fee(s)

Subdivision or Condominium Plat Soil & Site Evaluation Report <b>Preliminary Plat</b> -----	<i>New</i> -----	\$200.00
Subdivision or Condominium Plat Soil & Site Evaluation Report <b>Resubmitted or Final Plat</b> -----	<i>New</i> -----	\$100.00
Wisconsin Fund Application Processing Fee <b>If denied – no fee</b> -----		\$150.00

### **Re-Inspection**

Re-Inspection Fee -----	\$50.00
County Permit and Administrative field inspections that exceed the normal number as required for the system or circumstance or as required by Order for Correction, shall incur a charge per inspection.	

**Note** (1) When work has stated prior to obtaining required permit all fees shall be doubled or \$200.00 which ever is greater.

(2) Cancelled permits are subject to a 10% surcharge applied to the permit fee refund.

RESOLUTION NO. 15 - 2009

**Resolution Authorizing Adams County to Submit an Application for Grant Funding for the Big Roche A Cri Watershed AIS Education Project**

INTRODUCED BY: Planning & Development Committee

INTENT & SYNOPSIS: To authorize the Administrative Coordinator to act on behalf of Adams County to apply for \$7,600 from the Wisconsin Department of Natural Resources Aquatic Invasive Species Grant Program for the purpose of educating residents and visitors of Big Roche A Cri Watershed on identification, prevention and control of aquatic invasive species.

FISCAL NOTE: The Wisconsin Department of Natural Resources (WDNR) Aquatic Invasive Species Grant requires a minimum of 25% matching cash or "in-kind" services contribution. "In-kind services" by Land and Water Conservation Department staff and volunteers (valued at \$2,750.00) will occur so there will be no need for additional funds from the 2009 budget.

WHEREAS: Adams County lakes and streams are important resources used by the public for recreation and enjoyment of natural beauty; and

WHEREAS: The protection of lakes and streams and reasonable lake and stream use activities are paramount in the protection of water quality and the natural ecosystems of lakes and streams; and

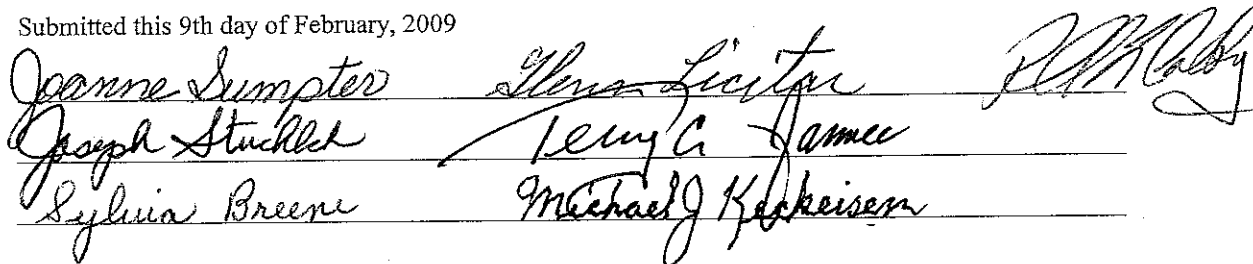
WHEREAS: Adams County Land & Water Conservation Department will use the funding to develop: a site on the existing Adams County website; an informational mailing for Big Roche A Cri Watershed residents; posters to be placed in public places; and informational placemats and drink coasters to be distributed to restaurants and taverns located in the Big Roche A Cri Watershed; and

WHEREAS: Adams County Land & Water Conservation Department has the qualifications required by the WDNR to perform the responsibilities associated with the grant.

NOW, THEREFORE BE IT RESOLVED by the Adams County Board of Supervisors that it is hereby approved to authorize the Administrative Coordinator to submit an application to the Wisconsin Department of Natural Resources under the Aquatic Invasive Species Grant Program for a financial aid amount of \$7,600; and

BE IT FURTHER RESOLVED by the Adams County Board of Supervisors, Adams County shall comply with the State rules for the program and will meet the 25% matching obligations of the grant with in-kind services valued at \$2,750.00.

Submitted this 9th day of February, 2009



Adopted \_\_\_\_\_

by the Adams County Board of Supervisors this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Defeated \_\_\_\_\_

County Clerk

County Board Chair

**RESOLUTION REQUESTING THE STATE LEGISLATURE AND GOVERNOR TO AUTHORIZE  
ADAMS COUNTY BOARD THE AUTHORITY TO DECLARE ITSELF A PREMIER RESORT AREA**

INTRODUCED BY: Administrative and Finance Committee; Public Works; Planning and Development; Parks  
and Recreation

INTENT & SYNOPSIS: To request the Legislature and Governor to adopt legislation giving Adams County the  
authority to become a Premier Resort Area

FISCAL NOTE: None

WHEREAS: Adams County faces some unique and significant challenges in maintaining, improving and  
constructing infrastructure to meet the needs of the tourism industry; and

WHEREAS: State share revenue is based primarily on equalized valuation per capita; and

WHEREAS: Adams County has a high equalized valuation per capita in relation to income per capita  
resulting in an inequitable state shared revenue payment compared to surrounding and  
comparable counties; and

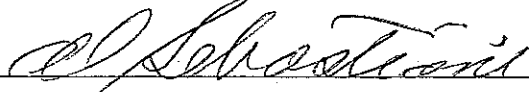
WHEREAS: The significant economic impact of tourism to Adams County is reported in THE ECONOMIC  
IMPACT OF EXPENDITURES BY TRAVELERS ON WISCONSIN CALENDAR YEAR  
2007-COUNTY BY COUNTY REPORT ; and

WHEREAS: Chapter 66.1113(2) (a) authorizes a premier resort area creation;

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors this it is hereby  
approved to request that the Legislature and Governor enact legislation giving Adams County the authority to  
enact an ordinance or adopt a resolution declaring itself a premier resort area even if less than 40 percent of the  
equalized assessed value of the taxable property within Adams County (excluding that portion of the City of  
Wisconsin Dells in Adams County as they are currently in a premier resort area) is used by tourism-related  
retailers.

Dated this 17<sup>th</sup> day of February, 2009

ADMINISTRATIVE & FINANCE COMMITTEE:



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---

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PUBLIC WORKS COMMITTEE:

David Renner

PLANNING & DEVELOPMENT COMMITTEE:

Glenn Licitur

Joanna Sympter

Ed Halby

Joseph Stuckert

Emily James

Sylvia Breese

Michael Hecker

PARKS & RECREATION COMMITTEE:

David O. Renner

Albostern

Tren Delmow

Adopted \_\_\_\_\_

Defeated \_\_\_\_\_

Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this 17<sup>th</sup> day of February,  
2009.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

**RESOLUTION TO RESCIND RESOLUTION NO. 66-2007**

**INTRODUCED BY:** Executive Committee.

**INTENT & SYNOPSIS:** To rescind Resolution No. 66-2007 and comply with the County's existing procedure for new position classification and adopt the evaluation of Carlson Dettmann, that the position of Legal/Personnel Secretary be placed in Grade 6 of the Adams County pay scale (2008).

**FISCAL NOTE:** \$3.10 per hour times the number of hours the employee has worked since May 19, 2008, until Resolution No. 66-2007 is rescinded.

**WHEREAS:** On November 6, 2007, the Executive Committee approved the job description and creation of the Legal/Personnel Secretary position, with the intent that the position be evaluated by Carlson Dettmann, pursuant to the County's existing procedure for new position classification and for correct placement on the County's non-represented wage scale; and

**WHEREAS:** The Adams County Board of Supervisors passed Resolution No. 66-2007 (attached hereto) on November 13, 2007, approving the creation of said position "at Grade 10, Step 1 of the Adams County pay scale", as determined for budgetary purposes, prior to receipt of the Carlson Dettmann evaluation; and

**WHEREAS:** The Legal/Personnel Secretary position was subsequently evaluated by Carlson Dettmann Consulting (letter attached hereto) with the recommendation that the position be placed at Grade 6 of the Adams County non-represented pay scale; and

**WHEREAS:** In order to maintain a fair and consistent non-represented employee wage scale, and comply with the wage offered and agreed to between the County and the employee, the Legal/Personnel Secretary position should remain at Grade 6 (currently Step 3) until its next step progression and/or reclassification.

**NOW THEREFORE, BE IT RESOLVED:** by the Adams County Board of Supervisors that it is hereby approved that Resolution No. 66-2007 be rescinded in its entirety and that the provisions of this Resolution shall be approved and in effect as of its passage.

**BE IT FURTHER RESOLVED:** that pursuant to the passage of Resolution No. 66-2007, the employee shall receive pay in the amount of \$18.58 per hour (Grade 10, Step 1) for all hours worked from May 19, 2008, until Resolution No. 66-2007 is rescinded. Upon said rescission, the employee shall be paid at the intended and agreed upon wage of \$15.48 per hour (Grade 6, Step 3), as recommended by Carlson Dettmann, consistent with the County's existing new position evaluation procedure.

Dated this 17<sup>th</sup> day of February, 2009.

Cynthia Loken  
El Shostair  
David Renner

Adopted \_\_\_\_\_ by the Adams County Board of Supervisors this 17<sup>th</sup> day of  
Defeated \_\_\_\_\_ February, 2009  
Tabled \_\_\_\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chair

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors that \$5,000 be transferred from General Fund to Emergency Management (100.19) to cover additional expense for Foth Infrastructure & Environment, LLC to re-bid the Adams County Communication System.

**BE IT FURTHER RESOLVED:** the original bids be opened with the Public Safety & Judiciary Committee to ensure all specification are being met with the Public Safety & Judiciary Committee to present to the County Board a summary of all bids received, along with a recommendation for the prospective vendor.

Dated this 13<sup>th</sup> day of November 2007.

/s/ Jerry Kotlowski /s/ Cynthia Loken /s/ Florence Johnson

Adopted by the Adams County Board of Supervisors this 13<sup>th</sup> day of November 2007.

/s/ Cindy Phillippi, County Clerk /s/ Cynthia Loken, County Board Chair

#### RESOLUTION NO. 66-2007

**INTRODUCED BY:** Executive Committee.

**INTENT & SYNOPSIS:** To approve the creation of a full-time (non-exempt) Legal/Personnel Secretary position, Grade 10, Step 1, of the Adams County pay scale, in the Corporation Counsel/Personnel Department.

**FISCAL NOTE:** The salary for the position in 2008 will be \$38,615.20. Benefits for FICA (Social Security) and Retirement will be \$7,665.11. Health and life insurance - \$13,844.38.

**WHEREAS:** Upon review of the Corporation Counsel/Personnel Department, the Long Range Planning Committee recommended adding a full-time Legal/Personnel Secretary due to the increased work load of the office; and

**WHEREAS:** Additional full-time staff is necessary for the efficient operation of the Corporation Counsel/Personnel Department.

**NOW, THEREFORE, BE IT RESOLVED:** By the Adams County Board of Supervisors to approve the creation of a full-time, non-exempt, position of Legal/Personnel Secretary, at Grade 10, Step 1, of the Adams County pay scale.

Dated this 13<sup>th</sup> day of November, 2007.

/s/ Cynthia Loken /s/ David C. Grabarski /s/ Larry Babcock /s/ David Renner /s/ Joyce Kirschenlohr

Adopted by the Adams County Board of Supervisors this 13<sup>th</sup> day of November, 2007.

/s/ Cindy Phillippi, County Clerk /s/ Cynthia Loken, County Board Chair

#### **JOB DESCRIPTION**

*Adams County, Wisconsin*

**JOB TITLE:** Legal/Personnel Secretary

**STATUS:** Full-time, Non-exempt (Adams County Structure, Grade 10)

**DEPARTMENT:** Corporation Counsel/Personnel

**SUPERVISOR:** Corporation Counsel/Personnel Director

#### LEGAL SECRETARY



**CARLSON  
DETTMANN  
CONSULTING**

**MEMORANDUM**

November 20, 2007

To: Jane M. Gervais  
From: Katie McCloskey, Consultant  
Re: Classification Legal/Personnel Secretary

At the request of the Corporation/Personnel Director, Carlson Dettmann Consulting (CDC) reviewed anticipated duties and responsibilities of the new, vacant position of Legal/Personnel Secretary position. The primary source of information used to evaluate the position was a job description dated November 6, 2007.

The position will provide skilled legal secretarial support to the Corporation Counsel/Personnel Director. The position will assist the Paralegal/Personnel Specialist with a variety of clerical duties. This is a non-exempt, non-represented position.

CDC evaluated the job using the same evaluation system used to develop the current non-represented pay plan. The factors used when evaluating jobs include formal preparation and experience, decision making (impact), thinking and problem solving, interaction and communication, and work environment. Utilizing these factors, CDC determined the evaluation score places this position in a **Grade 6** in the non-represented pay plan.

Because this is a new position, CDC also referred to Adams County's public sector comparables for similar positions. Data was available for Legal Secretaries in the following five comparable counties: Columbia, Juneau, Marquette, Portage, and Waupaca. The average range minimum for the position among these comparables is 14.72. The maximum is \$18.11. The average range control point is 16.43.

The 2007 **Grade 6** pay range for the non-represented employees range minimum is \$14.29. The range maximum is \$18.45. The **Grade 6** pay range would keep Adams County competitive with its comparables.

One more important consideration is internal equity. While this is a non-represented position, pay for similar jobs in the within the county must be reviewed even if those jobs are represented by the union. Legal Secretaries represented by the Courthouse union are classified in a range paying \$14.85 at the minimum and \$15.97 at the range maximum. The **Grade 6** classification for this non-represented position places this position in an equitable pay range.

If you have any questions or concerns, please do not hesitate to contact me at (608) 662-8188.

**RESOLUTION TO APPOINT A MEMBER OF THE PUBLIC SAFETY & JUDICIARY COMMITTEE TO THE ADAMS COUNTY HUMANE SOCIETY**

**INTRODUCED BY:** Public Safety & Judiciary Committee.

**INTENT & SYNOPSIS:** To appoint a member of the Public Safety and Judiciary ("PS&J") Committee as a liaison to assist with and assure communication between Adams County and the Adams County Human Society (ACHS), by attending ACHS meetings and reporting to the Public, Safety & Judiciary Committee.

**FISCAL NOTE:** Current County Board Rules for meetings per diem and mileage to attend the monthly Adams County Humane Society meetings.

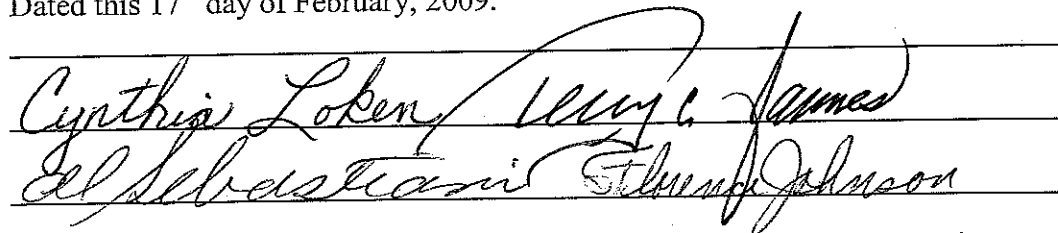
**WHEREAS:** The County Animal Control Officer reports to the Sheriff's Department, whose Oversight Committee is the Public, Safety and Judiciary Committee. As such, said Committee should be aware of the activities at the Adams County Animal Shelter; and

**WHEREAS:** The Adams County Humane Society currently receives funds in the amount of \$40,000.00 from the County for the operation of the shelter; and

**WHEREAS:** By appointing a member of the PS&J Committee to the Adams County Human Society as a nonvoting member, the County will receive up-to-date information regarding the operation and activities of the Humane Society and Animal Shelter.

**NOW THEREFORE, BE IT RESOLVED:** by the Adams County Board of Supervisors that it is hereby approved to appoint a member of the Public, Safety & Judiciary Committee to attend meetings of the Adams County Humane Society, to assist with and assure communication and gain firsthand knowledge of, the Humane Society and Animal Shelter activities and operation, and reporting to the PS&J Committee said activities on a monthly basis.

Dated this 17<sup>th</sup> day of February, 2009.



Adopted \_\_\_\_\_ by the Adams County Board of Supervisors this 17<sup>th</sup> day of  
Defeated \_\_\_\_\_ February, 2009  
Tabled \_\_\_\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Board Chair

ORDINANCE: 5, 2009

AMENDMENT OF THE ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS; The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 01, 1971; and

WHEREAS; The Adams County Board of Supervisors adopted amendments to the Adams County Shoreland Protection Ordinance on June 27, 1990, September 18, 2007 and April 15, 2008; and

WHEREAS; NR115, the State of Wisconsin Administrative Code that governs County Shoreland Protection Ordinances, has been in the process of revision for several years and is not yet adopted; and

WHEREAS; The Adams County Shoreland Protection Ordinance remains substantially the same as that originally adopted on December 14, 1970; and

WHEREAS; Adams County desires to preserve and promote quality water resources while preserving citizen property rights; and

WHEREAS; Notice of the public hearing at which this matter was considered was published on January 21 and January 29, 2009 in the Adams County Times Reporter; and

WHEREAS; The Adams County Planning & Development Committee conducted a public hearing on the proposed revisions to the Adams County Shoreland Protection Ordinance on February 4, 2009, and after evaluating all data and evidence presented at the hearing, said Planning and Development Committee moved to recommend approval as attached hereto.

NOW THEREFORE BE IT ORDAINED by the ADAMS COUNTY BOARD of SUPERVISORS THAT:

The Amended Shoreland Protection Ordinance shall become effective as of the date of its publication, following adoption by the Adams County Board of Supervisors. Upon the effective date of this Ordinance Amendment, all contradictory portions and amendments of the Adams County Shoreland Protection Ordinance in effect from December 14, 1970 through February 17, 2009, become invalid.

Submitted for adoption by the Adams County Planning and Development Committee, this 4<sup>th</sup> day of February, 2009.

Michael J. Keckisen  
James Sumpter  
Joe Stuchlik  
Glenn Tiscitar

Larry A. James  
Lyndee Brown  
John M. Kelly

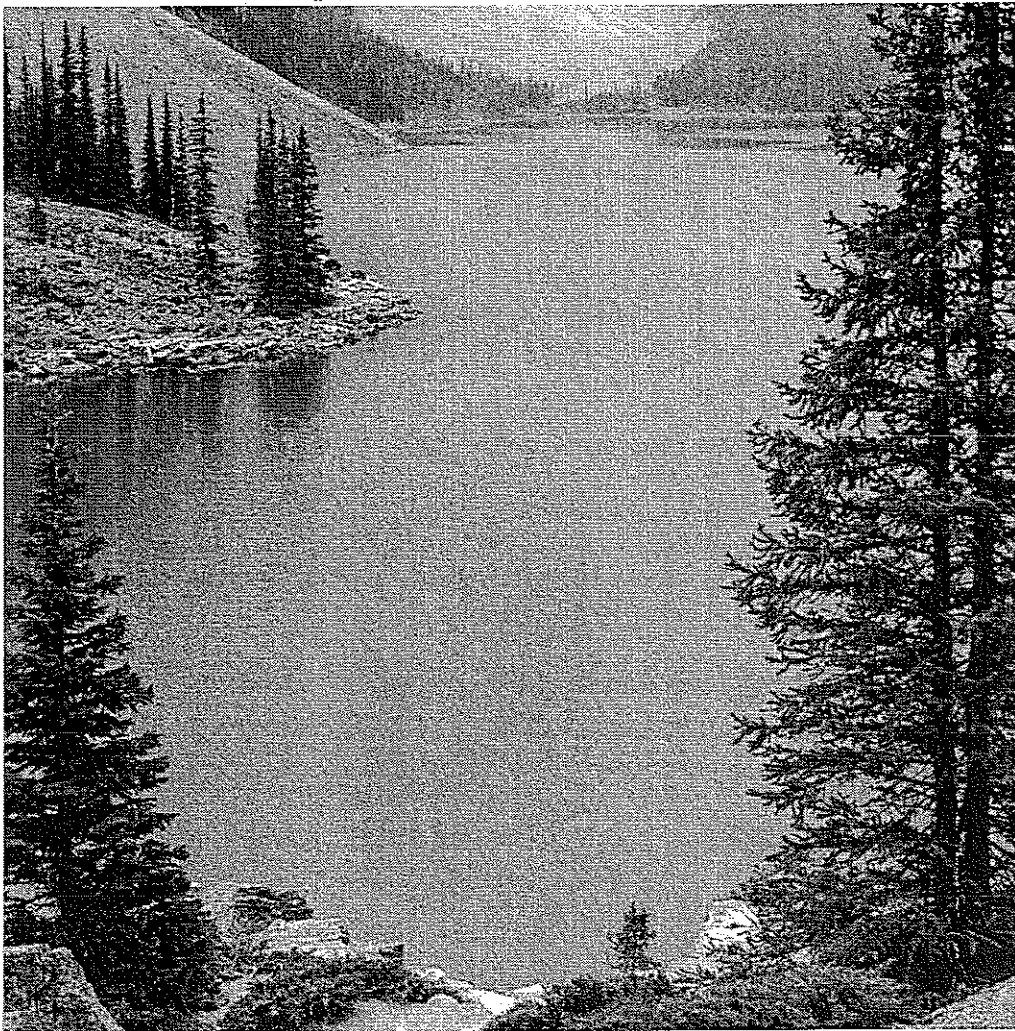
Published in the Times Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of February 2009.

Enacted / Defeated by the Adams County Board on the 17th day of February 2009.

\_\_\_\_\_  
Al Sebastiani, County Board Chair

\_\_\_\_\_  
Cindy Phillippi, County Clerk

# **ADAMS COUNTY SHORELAND PROTECTION ORDINANCE**



REVISED 2009

SHORELAND PROTECTION ZONING ORDINANCE, Adams County, Wisconsin  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

---

County Planning and Development Committee:

<i>Glenn Licitar</i> , Chairperson	<i>Joseph Stuchlak</i>
<i>Terry James</i>	<i>Joanne Sumpter</i>
Michael Keckeisen	Richard Colby
Sylvia Breene	

Adams County Planning & Zoning Dept.

P.O. Box 187  
Friendship, WI 53934  
Phone: 608 339 - 4222  
Fax: 608 339 - 4504

County Board of Supervisors -

District #4: Al Sebastiani, Chair  
District #1: Glenn Licitar  
District #2: Diane England  
District #3: Larry Babcock  
District #5: Jerry Kotlowski  
District #6: Dean Morgan  
District #7: Joe Stuchlak  
District #8: Fran Dehmlow  
District #9: Pat Townsend  
District #10: Joanne Sumpter

District #11: Gary Hartley  
District #12: Florence Johnson  
District #13: Michael Keckeisen  
District #14: Bev Ward  
District #15: David Renner  
District #16: John West  
District #17: Joyce Kirslenlohr  
District #18: Terry James  
District #19: Karl Klingforth  
District #20: Cynthia Loken

County Corporation Counsel -

John Albert

County Clerk -

Cindy Phillippi

EFFECTIVE DATE:

This Ordinance shall take effect after a Public Hearing, adoption by the County Board of Supervisors and transmittal to each Town Clerk.

ADOPTED THIS 14th DAY OF December, 1970  
Effective Date: 01-01-71

REVISED THIS 15th DAY OF April, 2008  
Public Hearing: 09-05-07 & 03-05-08  
Board Adoption: 04-15-08: Ord. #11-2008

REVISED THIS 27th DAY OF June, 1990  
Public Hearing: 06-19-90  
Board Adoption: 06-27-90: Ord. #08-1990

REVISED THIS <sup>th</sup> DAY OF, 2009  
Public Hearing:  
Board Adoption:

ATTESTED: Al Sebastiani  
CHAIRPERSON OF COUNTY BOARD

Cindy Phillippi  
COUNTY CLERK

ADAMS COUNTY  
SHORELAND PROTECTION ORDINANCE

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ADAMS COUNTY  
SHORELAND PROTECTION ORDINANCE

**SECTION 1 - STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE AND TITLE**

**1-1.00 STATUTORY AUTHORIZATION**

This Shoreland Protection Ordinance is adopted under the authority of s. 59.692, Wis. Stats., in order to satisfy the requirements of s. 59.692 and s. 87.30, Wis. Stats., and to implement ss. 59.69, 59.694, 281.31 and 236.45, Wis. Stats.

**1-2.00 FINDING OF FACT**

Uncontrolled use of the Shorelands and pollution of the navigable waters of Adams County, Wisconsin, adversely affects the public health, safety, convenience and general welfare, and impairs the tax base. The legislature of Wisconsin has delegated responsibilities to the counties to further the maintenance of safe and healthful conditions, prevent and control water pollution, protection of fish spawning grounds, fish and aquatic life, control building sites, placement of structures and land uses, preserving shore cover and natural beauty; this is the responsibility recognized by Adams County, Wisconsin.

**1-3.00 STATEMENT OF PURPOSE**

For the purpose of promoting and protecting the public health, safety, convenience and general welfare, and further the maintenance of safe and healthful conditions and control water pollution through:

**1-3.01 Protect spawning grounds, fish and aquatic life through:**

- (A) Preserving wetlands and other fish and aquatic habitat.
- (B) Controlling shoreline alterations, dredging and lagooning.
- (C) Regulating pollution sources.
- (D) Protection of water quality.
- (E) Protection of critical habitat.

**1-3.02 Control building sites, placement of structures and land uses through:**

- (A) Separating conflicting land uses.
- (B) Prohibiting certain uses detrimental to the shoreland area.
- (C) Limiting structures to those areas where soil and geological conditions will provide a safe foundation.
- (D) Regulating side-yards, and building setbacks from roadways and waterways.
- (E) Controlling filling and grading to prevent serious erosion.



(F) Controlling storm-water runoff.

1-3.03 Preserving shore cover and natural beauty through:

(A) Restricting the removal of natural shoreland cover.

(B) Preventing shoreline encroachment by structures.

(C) Controlling shoreline excavation and other earth moving activities.

(D) Regulating the use and placement of boathouses and other structures.

(E) Controlling the use and placement of signs.

## SECTION 2 - GENERAL PROVISIONS

### 2-1.00 AREAS TO BE REGULATED

Areas regulated by this Ordinance shall include all the lands (referred to herein as "shorelands") in the unincorporated areas of Adams County that are:

2-1.01 Within one thousand (1,000) feet of the ordinary high water mark of navigable lakes, ponds or flowages. Lakes, ponds or flowages in Adams County shall be presumed to be navigable as defined by this Ordinance or are shown on USGS maps or other zoning base maps which have been incorporated by reference and made a part of this Ordinance in Section 7 of this Ordinance. If evidence to the contrary is presented, the County Zoning Administrator shall make the initial determination whether or not the lake, pond or flowage in question is navigable under the laws of this State. The County Zoning Administrator shall also make the initial determination of the location of the ordinary high water mark. When questions arise, the County Zoning Administrator shall contact the appropriate area or district DNR office for a determination of navigability or ordinary high water mark.

2-1.02 Within three hundred (300) feet of the ordinary high water mark of navigable rivers or streams, or to the landward side of the floodplain, whichever distance is greater. Rivers and streams in Adams County shall be presumed to be navigable as defined by this Ordinance or are designated as either continuous or intermittent waterways on the USGS quadrangle maps or other zoning base maps which have been incorporated by reference and made a part of this Ordinance in Section 7 of this Ordinance. If evidence to the contrary is presented, the County Zoning Administrator shall make the initial determination whether or not the river or stream in question is navigable under the laws of this State. The County Zoning Administrator shall also make the initial determination of the location of the ordinary high water mark. When questions arise, the County Zoning Administrator shall contact the appropriate area or district DNR office for a determination of navigability or ordinary high water mark. Flood Hazard Boundary maps, Flood Insurance Study maps, soil maps or other existing county maps used to delineate floodplain areas, which have been adopted by Adams County, shall be used to determine the extent of the floodplain of rivers or streams in Adams County.

2-1.03 Wetlands, *contiguous areas within a general wetland area* and areas within seventy-five (75) feet of a wetland delineation boundary beyond the scope of 2-1.01 and 2-1.02 above.

(A) Wetland means an area where water is at, near, or above the land surface long enough to be

capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wet conditions. The official wetlands inventory maps adopted by Adams County can be used to identify wetland areas, but in all cases, actual site conditions shall prevail.

***(B) Contiguous areas within a general wetland area means areas that may or may not be wetlands that are dispersed within an area encompassed largely and generally by wetlands.***

***(C)*** When an apparent discrepancy exists between the shoreland-wetland district shown on the official wetlands inventory maps and actual field conditions at the time the maps were adopted, the actual site conditions based on vegetation, soil and hydrology type, shall prevail. If a particular area was incorrectly mapped as a wetland, the Zoning Administrator shall have the authority to immediately grant or deny a land use permit in accordance with the regulations applicable to the correct zoning district. The Planning and Zoning Department and the landowner may seek the assistance of a qualified wetland delineator and/or the Army Corps of Engineers.

In order to correct wetland-mapping errors shown on the official zoning maps, the Zoning Administrator shall be responsible for initiating a shoreland-wetland map amendment within a reasonable period of time.

2-1.05 Critical habitat areas of county lakes as determined by the Wisconsin DNR Maps and descriptions of these areas are available in the Adams County Land and Water Conservation Department. No alteration of these areas can occur without a permit from Adams County Planning & Zoning and the WDNR. In determining whether to grant a permit, preserving the designated area will be the paramount consideration. No permit will be issued for an activity that will degrade or alter the designated area in a manner so that it no longer serves the purpose for its original designation.

## 2-2.00 COMPLIANCE

The use of any land or water; the use, size, type and location of structures on lots; the filling, grading, lagooning, dredging of any land; and the cutting of shoreland vegetation; shall be in full compliance with the terms of this Ordinance and other applicable State and Federal regulations. (See also Section 6 for non-conforming uses.) Buildings, signs and other structures shall require a permit unless expressly exempted by the requirements of this Ordinance.

2-2.01 Unless specifically exempted by law, all cities, villages and towns located within Adams County are required to comply with this Ordinance and obtain all necessary permits. State agencies are required to comply when Section 13.48 (13), Wisconsin Statutes, applies. The construction, reconstruction, maintenance and repair of State ***and municipal*** highways and bridges by the Wisconsin Department of Transportation are exempt when Section ***30.123***, Wisconsin Statutes, applies.

## 2-3.00 ABROGATION AND GREATER RESTRICTIONS

2-3.01 It is not otherwise intended by this Ordinance to repeal, abrogate or impair any existing deed restrictions or ordinances; however, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail.

2-3.02 This Ordinance shall not require the approval or be subject to disapproval by any town or town board.

2-3.03 If any existing Town Ordinance relating to shoreland is more restrictive than this Ordinance or any amendments thereto, the Town Ordinance continues in all respects to the extent of the greater

restrictions, but not otherwise.

## 2-4.00 INTERPRETATION

In their interpretations and applications, the provisions of this Ordinance shall be held to the minimum requirements and shall be liberally construed in favor of the County and shall not be deemed a limitation or repeal of any other powers granted by Wisconsin Statutes.

## 2-5.00 SEVERABILITY

If any section, clause, provision or portion of this Ordinance is adjudged unconstitutional or invalid by a court or competent jurisdiction, the remainder of this Ordinance shall not be affected thereby and shall remain enforceable.

## SECTION 3 - SETBACKS

### 3-1.00 HIGHWAY SETBACKS / VISUAL CLEARANCES

For the purpose of determining the distance buildings and other structures shall be set back from the street and highways, the highways of Adams County are divided into the following classes:

#### 3-1.01 CLASS A HIGHWAYS.

(A) All State and Federal Highways are hereby designated as Class A Highways.

(B) The setback from Class A Highways shall be one hundred ten (110) feet from the center-line of the highway or fifty (50) feet from the right-of-way line, whichever is greater.

#### 3-1.02 CLASS B HIGHWAYS.

(A) All county trunks are hereby designated as Class B Highways.

(B) The setback from Class B Highways shall be eighty-three (83) feet from the centerline of such highway or fifty (50) feet from the right-of-way line, whichever is greater.

#### 3-1.03 CLASS C HIGHWAYS.

(A) All town roads, public streets and highways not otherwise classified, are hereby designated as Class C Highways.

(B) The setback from Class C Highways shall be sixty-three (63) feet from the centerline of such highway or thirty (30) feet from the right-of-way line, whichever is greater.

3-1.04 VISUAL CLEARANCE TRIANGLE. In each quadrant of every public street intersection there shall be a visual clearance triangle bounded by the street centerlines and a line connecting points on them three hundred (300) feet from a Class A Highway intersection, two hundred (200) feet from a Class B Highway intersection and one hundred fifty (150) feet from a Class C Highway intersection.

(A) Objects permitted within Highway setback lines and visual clearance triangles:

1. Open fences.
2. Telephone and power transmission poles, lines and pedestals.
3. The planting and harvesting of field crops, shrubbery and trees except that no trees, shrubbery or crops shall be planted within a visual clearance triangle so as to obstruct the view.

3-1.05 SETBACKS FROM PRIVATE ROADS AND ACCESS EASEMENTS. When serving more than one residence or parcel, the setback shall be thirty (30) feet from the described private road or easement; in case of a private road or easement that does not have a legal description, thirty (30) feet from the nearest point on the edge of the traveled way.

### 3-2.00 SETBACKS FROM THE WATER

All buildings and structures, except stairways, walkways, piers, and patios which may require a lesser setback, shall be set back at least seventy-five (75) feet from the ordinary high water mark of navigable waters.

NOTE: There are increased setbacks and other zoning restrictions in some areas. Retaining walls are prohibited within the seventy-five (75) ft. setback area. In situations where overlapping setbacks (e.g. road and water) exist, a variance is required.

3-2.01 Stairs, elevated walkways and that portion of piers landward of the ordinary high water mark are exempted from the shoreline setback requirement provided:

- (A) The structure is necessary to access the shoreline because of steep slopes or wet, unstable soils.
- (B) The structure shall be located so as to minimize earth disturbing activities and shoreline vegetation removal during construction and to be visually inconspicuous as viewed from the adjacent waterways and public thoroughfares.
- (C) The structure shall be no more than four (4) feet wide.
- (D) Structures shall be inconspicuously colored.
- (E) Railings are permitted only where required by safety concerns.
- (F) Canopies and roofs on such structures are prohibited.
- (G) Stairways shall be supported on piles or footings rather than being excavated from erodible soils or steep slopes.
- (H) Landings for stairways or docks are permitted only where required by safety concerns and shall not exceed forty (40) square feet in area.
- (I) Stairway and landing structures shall be a minimum of six (6) inches above average grade at the lowest point.
- (J) Measures shall be taken to prevent erosion of the area beneath stairs and landings. An erosion control plan shall define the measures and a long-term maintenance plan approved by the Adams

County LWCD shall be included with the Zoning Permit Application and implemented upon completion of the project.

- (K) Elevated walkways over shore wetland areas must be installed in a manner involving the least amount of wetland disturbance possible.

3-2.02 Patios. The Planning and Zoning Department shall grant special zoning permission for the construction or placement of a structure on property in a shoreland setback area if all of the following apply:

- (A) The part of the structure that is nearest to the water is located at least thirty five (35) feet landward from the ordinary high-water mark.
- (B) Total area of all structures in the shoreland setback area of the property will not exceed two hundred (200) square feet. In calculating this square footage, boathouses shall be excluded.
- (C) The structure that is the subject for the request for special zoning permission has no sides or has open or screened sides.
- (D) The Adams County LWCD shall approve a plan that will be implemented by the owner of the property to preserve or establish a vegetative buffer zone that covers at least seventy (70) percent of the half of the shoreland setback area that is nearest to the water.

3-2.03 Upon issuance of a Zoning Permit, non-vegetative erosion control devices and materials such as flagstone and gravel may be allowed in the seventy-five ft. setback area in cases where the site is not conducive to the establishment of vegetation. A design and a long-term maintenance plan shall be included with the Zoning Permit Application. Permit approval requires Land and Water Conservation Department approval of the design and long-term maintenance plan.

### 3-3.00 SETBACKS FROM LOT LINES

All buildings and structures shall be set back at least ten (10) feet from any lot line.  
EXCEPTIONS:

NOTE: Residential and security fences are not permitted in waterfront setback areas.

- (A) Residential fences, hedges, and tree plantings are permitted along the inside of property lines or in the yards of residential districts.
  - 1. Residential fences shall not exceed a height of six (6) feet. No height limitation shall be placed on tree plantings or hedges.
  - 2. The finished side of the fence must face to the outside.
- (B) Security fences are permitted along the property lines in all districts, but shall not exceed ten (10) feet in height and shall be of an open type similar to woven wire or wrought iron fencing.
- (C) Farm related fencing is permitted along the property lines or in the yards of General Purpose districts provided that a substantial impediment to visibility is not thereby created.

- (D) Vegetation and certain accessory structures used for landscaping and decorating in the required front, rear and side yards. Structures and vegetation include, but are not limited to, flag poles, ornamental light standards, ornamental ponds and fountains, lawn furniture, sun dials, bird baths, trees, shrubs and flowers.

### 3-4.00 REDUCED BUILDING SETBACKS

A setback less than the setback required from the ordinary high water mark or appropriate class of highway may be permitted where there are at least five (5) existing main buildings within five hundred (500) feet of the proposed site that are built to less than the required setback. In such case, the setback shall be the average of the nearest main building on each side of the proposed site, or if there is no building on one side, the average of the setback of the main building on one side and the required setback. Such setback relief shall be limited to a maximum of ten (10) feet.

- (A) Variance. Any other setback reduction may only be permitted by the Board of Adjustment according to Section 13-5.01 (4) of this Ordinance.

### 3-5.00 MAINTENANCE AND USE OF SETBACK AREAS

Any such required setback area shall be kept clean and free from the accumulation of debris and refuse. Such required setback areas shall not be used for the storage or display of equipment, products, vehicles, or other materials for a period to exceed six (6) consecutive months.

### 3-6.00 USE RESTRICTIONS

The following use restrictions and regulations shall apply:

- 3-6.01 Only those principal uses specified for a district and their essential services shall be permitted in that district.
- 3-6.02 Only one principal structure shall be located, erected or moved onto a lot, except in the General Purpose district.
- 3-6.03 Customary accessory uses and structures are permitted in any district. Accessory structures including those for storage or occasional use such as hunting quarters shall not consist of truck bodies, recreational vehicles, mobile or manufactured homes. Residential and public and semi-public accessory uses shall not involve the conduct of any business, trade, or industry, except in a residential district, home occupations and professional home offices are permitted.
- 3-6.04 Special Exceptions and their accessory uses are considered as special uses requiring review, public hearing, and approval by the Board of Adjustment in accordance with Section 13-4 of this Ordinance.
- 3-6.05 The regular outside parking of more than one truck, other than panel or pickup trucks, or of other vehicular equipment, which exceeds thirty (30) feet in length, shall be prohibited in all residential districts.
- 3-6.06 Unclassified or unspecified uses shall not be permitted until the Board of Adjustment has reviewed and approved an application in accordance with the requirements of Section 13-4 of this Ordinance.
- 3-6.07 Temporary uses, such as real estate sales field offices or shelters for materials and equipment being

used in the construction of a permanent structure, are permitted upon obtaining a permit from the Planning and Zoning Department.

3-6.08 No lot, yard, parking area, building area, or other space shall be reduced in area or dimension so that it does not meet the provisions of this ordinance. No part of any lot, yard, parking area, or other space required for a structure or use shall be used for any other structure or use.

## **SECTION 4 - REMOVAL OF SHORE COVER**

### **4-1.00 PURPOSE**

Regulation of vegetation cutting and removal along the shores of navigable waters is necessary to protect scenic beauty, control erosion, and reduce effluent and nutrient flow from the shoreland. These provisions shall not apply to the removal of dead or diseased trees; or to silvicultural thinning upon recommendation of a certified arborist.

### **4-2.00 VEGETATION REMOVAL / CUTTING:**

Vegetation cutting or removal including tilling shore areas and/or any activity that severs or uproots existing vegetation in a strip paralleling the shoreline and extending thirty-five (35) feet inland from all points along the ordinary high-water mark of the shoreline shall be limited in accordance with the following provisions:

4-2.01 No more than thirty (30) percent of the length of this strip shall be clear-cut to the depth of the strip.

4-2.02 Cutting or removal of this thirty (30) percent shall not create a clear cut opening in this strip greater than thirty (30) feet wide for every one hundred (100) feet of shoreline. In all cases, clear cut openings shall not exceed thirty (30) feet in width at any one (1) location and when the length of shoreline allows, there shall be a minimum of thirty-five (35) feet between clear cut openings.

4-2.03 In the remaining seventy (70) percent length of this strip, ~~natural-existing~~ vegetation shall be preserved *as specified in Section 6-1.06* for natural beauty and to control erosion. *Grasses in the buffer area may be trimmed to a height of no less than twelve (12) inches.*

*Exception to Sections 4-2.01, 4-2.02 and 4-2.03 above: Any lot with thirty (30) feet or less of water frontage.*

4-2.04 Natural vegetation shall be preserved to retard runoff, promote infiltration, prevent erosion and preserve natural beauty. If the Planning and Zoning Department determines that re-vegetation is necessary due to removal, disaster, disease, ordinance violation or other circumstance that undermines the purposes of this Ordinance, vegetation shall be replaced per the Wisconsin Biology Technical Note 1: Shoreland Habitat. Replacement vegetation shall be similar size and age or the most mature plant size reasonably available. A planting and maintenance plan shall be submitted to the Planning and Zoning Department. The planting and maintenance plan must be approved by the Land and Water Conservation Department prior to replacing the vegetation.

*4-2.05 Permitted shoreline stabilization measures are acceptable as contributing to the measurement of the thirty-five (35) foot buffer requirement.*

### **4-3.00 COMMERCIAL FORESTRY**

From the inland edge of the thirty-five (35) foot strip to the outer limits of the shoreland, the commercial harvesting of trees shall be allowed when accomplished under accepted forest management practices which protect water quality. The purpose of this will favor long-lived species adapted to the site and is to prescribe slash disposal methods necessary for aesthetic values.

## **SECTION 5 - FILLING, GRADING, LAGOONING, DREDGING, DITCHING AND EXCAVATING**

### **5-1.00 EROSION CONTROL**

5-1.01 All filling, tilling, grading, lagooning, dredging, ditching or excavating shall be done in accordance with a Planning & Zoning Department approved erosion control and maintenance plan designed to minimize erosion, sedimentation and impairment of fish and wildlife habitat may be permitted in the shoreland area. A design and maintenance plan shall be submitted to the Planning and Zoning Department.

### **5-2.00 OTHER INTERNAL REQUIREMENTS**

5-2.01 Filling, grading, lagooning, dredging, ditching or excavating in a shoreland-wetland district may be permitted only if the requirements of Sections 8-3.02 and 8-3.03 of this Ordinance are met.

### **5-3.00 STATE AND FEDERAL REQUIREMENTS**

5-3.01 A State or Federal permit may be required, in addition to a permit under this Ordinance, if state or federal laws are applicable to the filling, grading, lagooning, dredging, ditching or excavating that is proposed.

### **5-4.00 SPECIAL EXCEPTION PERMIT REQUIRED**

A special exception permit is required:

5-4.01 For any filling or grading of any area which is within three hundred (300) feet of the ordinary high-water mark and which has surface drainage toward the water and on which there is either:

(A) Any filling or grading on slopes of more than twenty (20) percent.

(B) Filling or grading of more than one thousand (1,000) square feet on slopes of twelve (12) to twenty (20) percent.

(C) Filling or grading of more than two thousand (2,000) square feet on slopes of less than twelve (12) percent.

NOTE: In addition, a permit shall be obtained from the Department of Natural Resources for any filling, grading or dredging of the bed of a navigable body of water or where more than ten thousand (10,000) square feet of grading and/or filling is to be completed on the banks of any navigable water body, as provided in Section 30.19 of the Wisconsin Statutes.

EXCEPTIONS TO SECTION 5-4.00 A zoning permit may be obtained in lieu of the special exception permit for:



(A) Riprap or similar shoreline stabilization projects involving less than one thousand (1,000) square feet of filling or grading, for which a permit has been issued by the Department of Natural Resources.

(B) The placement of sod or seed including site preparation outside the thirty-five (35) ft. buffer area.

Section 5-4.00 does not apply to soil conservation practices such as terraces, runoff diversions and grassed waterways that are used for sediment retardation.

#### 5-5.00 LAGOONING OR DREDGING

A Special Exception permit shall be required before constructing, dredging or commencing work on an artificial waterway, canal, ditch, lagoon, pond, lake or similar waterway which is within five hundred (500) feet of the ordinary high-water mark of navigable body of water. The Board of Adjustment shall evaluate each application according to the standards as set out in Section 13-4.02 and 13-4.03 of this Ordinance and may request the County Planning and Development Committee to make available expert assistance from those State and Federal agencies which are assisting said District under a memorandum of understanding.

NOTE: A permit shall be obtained from the Department of Natural Resources under the provisions of Section 30.19, Wisconsin Statutes.

#### 5-6.00 CONDITIONS

In granting a Special Exception Permit the Board may attach the following conditions, in addition to the provisions specified in Section 13 of this Ordinance, that:

5-6.01 The smallest amount of bare ground be exposed for as short a time as feasible.

5-6.02 Temporary ground cover, such as mulch, be used, and permanent cover such as sod, be planted.

5-6.03 Diversions, silting basins, terraces and other methods to trap sediment at be used.

5-6.04 Lagooning be conducted in such a manner as to avoid creation of fish trap conditions.

5-6.05 Fill is stabilized according to accepted engineering standards.

5-6.06 Fill will not restrict a floodway or destroy the storage capacity of a floodplain.

5-6.07 Sides of a channel or artificial watercourse be stabilized to prevent slumping.

5-6.08 Sides of channels or artificial watercourses be constructed with side slopes of two (2) units horizontal distance to one (1) unit vertical or flatter, unless bulkheads or rip-rapping are provided.

5-6.09 A design and maintenance plan be submitted to the Land and Water Conservation Department for approval.

### SECTION 6 - NONCONFORMING STRUCTURES, USES & LOTS

#### 6-1.00 EXISTING NONCONFORMING STRUCTURES AND USES.

The lawful use of a building, structure or property existing at the time this Ordinance or ordinance amendment takes effect, which is not in conformity with the provisions of this Ordinance, including the routine maintenance of such a building or structure, may be continued subject to the following conditions:

- 6-1.01 If such use is discontinued for twelve (12) consecutive months, any future use of the building, structure or property shall conform to this Ordinance.
- 6-1.02 The maintenance and repair of nonconforming boathouses which are located below the ordinary high-water mark of any navigable waters shall comply with the requirements of Section 30.121, Wisconsin Statutes.
- 6-1.03 Uses that are nuisances shall not be permitted to continue as a nonconforming use.
- 6-1.04 No structural alteration, addition or repair to any nonconforming building or structure, over the life of the building or structure, shall exceed fifty (50) percent of its equalized assessed value, unless it is permanently changed to a conforming use.

NOTE: No structural addition that encroaches farther into a required setback than the existing structure shall be permitted, even if such addition is less than fifty (50) percent of its equalized assessed value.

- 6-1.05 If the alteration, addition or repair in excess of fifty (50) percent of the equalized assessed value of an existing nonconforming building or structure is prohibited, the property owner may still make the proposed alteration, addition or repair if:

- (A) The nonconforming building or structure is permanently changed to a conforming use,
- (B) The property owner appeals the determination of the Zoning Administrator, and either the Board of Adjustment or the Circuit Court find in the property owner's favor under Section 59.694(4) or 59.694(10) of the Wisconsin Statutes; or
- (C) The property owner successfully petitions to have the property rezoned under Section 59.69(5) (e) of the Wisconsin Statutes and Section NR 115.05 (2) (e) of the Wisconsin Administrative Code, if applicable.

- 6-1.06 ~~Non-existent, inadequate or otherwise ineffective thirty-five (35) ft. shoreline buffer areas as set forth in Section 4 shall be considered nonconforming uses unless under an existing maintenance/management plan approved by Adams County. In such cases, no Zoning Permit shall be issued without a shoreland shoreline buffer restoration/enhancement plan and a maintenance agreement approved by and filed with the Land and Water Conservation and Planning and Zoning Departments. Shoreland buffer restoration/enhancement plan shall result in a thirty-five (35) ft. deep area measured upland from the Ordinary High Water Mark that shall not be mowed and shall consist of a minimum fifty (50) percent native plant canopy upon maturity. The maintenance plan and/or a mitigation plan shall be recorded with the Adams County Register of Deeds office.~~

December 03, 2009 P&D Committee meeting:

- 6-1.06 Non-existent, inadequate or otherwise ineffective thirty-five (35) ft. shoreline buffer areas as set forth in Section 4 shall be considered nonconforming uses unless under an existing maintenance / management plan approved by Adams County. All nonconforming shoreline buffer areas shall be brought into compliance by September 30, 2013, *unless prior to said date, NR115 as revised, requires less restoration than the following for compliance:* All shoreline buffer restoration / enhancement plans shall, where practical, result

in a thirty-five (35) ft. deep area measured upland from the Ordinary High Water Mark in which vegetation, shall not be mowed (*except for grasses which may be cut to a minimum height of twelve {12} inches*), cut, tilled or otherwise removed and shall consist of a minimum fifty (50) percent native plant canopy upon maturity. As determined by the Planning & Zoning and Land & Water Conservation Departments, in cases where a thirty-five (35) ft. buffer is not practical due to site limitations including but not limited to legal nonconforming setback encroachments, topography, the non-existence of soil (e.g. bedrock), soil inadequacies; other mitigation measures capable of serving the purposes of this Ordinance such as rain gardens may be implemented in lieu of a portion of the required buffer. *If less than a 35' buffer is to be established, the buffer area shall be at a minimum, thirty-three (33) percent of the distance as measured horizontally from the Ordinary High Water Mark to the primary structure.* In all such cases whether a buffer restoration / enhancement and/or other mitigation plan is require; a maintenance agreement approved by and filed with the Land and Water Conservation and Planning and Zoning Departments. See Section 4 for exceptions to this section.

## 6-2.00 EXISTING NONCONFORMING LOTS

6-2.01 In any district, permitted structures and uses are allowed on any legal lot of record in the Adams County Register of Deeds Office before the effective date or amendment of this Ordinance, provided requirements of all other applicable ordinances are met. Such lot or parcel shall be in separate ownership from abutting lands. If in separate ownership, all the district requirements shall be complied with insofar as practical.

NOTE: After *April 15, 2008*, the effective date of this revision, all lots or parcels created shall not be less than the following: *the minimum required by the zoning district in which the property is located.*

(A) Lot width: — Average minimum: 75 ft.

(B) Lot area: — Minimum excluding access strips: 20,000 sq. ft.

## SECTION 7 - ZONING DISTRICT MAPS

### 7-1.00 SHORELAND ZONING MAPS, WISCONSIN WETLAND INVENTORY MAPS AND CRITICAL HABITAT MAPS

7-1.01 The shorelands of Adams County are hereby divided into the following districts: (1) Shoreland-Wetland District, (2) Recreational-Residential District, (3) General Purpose District and (4) Conservancy District, which are described in Sections 8, 9, 10, and 11 of this Ordinance. These districts are designated on the following maps, which are on file in the office of the Zoning Administrator for Adams County, and are hereby adopted and made a part of this Ordinance:

(A) The Wisconsin Wetland Inventory Maps dated April 12, 1988;

(B) The Adams County Official Shoreland Zoning Maps dated January 1, 1971 including all subsequent revisions;

(C) The following USGS Quadrangle Maps including all subsequent revisions; and

- |               |                 |
|---------------|-----------------|
| 1. Arkdale NW | 11. Grand Marsh |
| 2. Arkdale NE | 12. Westfield   |
| 3. Arkdale    | 13. Brooks      |

- |                |                           |
|----------------|---------------------------|
| 4. Roche-A-Cri | 14. Oxford                |
| 5. Coloma NW   | 15. Wisconsin Dells North |
| 6. Coloma SW   | 16. Big Spring            |
| 7. Coloma      | 17. Briggsville           |
| 8. Hancock     | 18. Dellwood              |
| 9. Necedah     | 19. Round Bluff           |
| 10. Adams      | 20. Easton                |

(D) The Adams County Critical Habitat Area Maps dated December 2006 and January 2007.

All pertinent notations and information shown on the Official Adams County Shoreland Zoning Maps, the Wisconsin Wetland Inventory Maps and the USGS Maps are as much a part of this Ordinance as if the matter set forth by the maps is fully described herein.

## **SECTION 8 - SHORELAND-WETLAND DISTRICT**

### **8-1.00 DESIGNATION**

This district shall include all shorelands within the jurisdiction of this Ordinance that are designated as wetlands, including all point symbols, on the Wisconsin Wetland Inventory Maps which have been adopted in Section 7-1.00 of this Ordinance.

### **8-2.00 PURPOSE**

This Ordinance is adopted to maintain safe and healthful conditions, to prevent water pollution, to protect fish spawning grounds and wildlife habitat, to preserve shore cover and natural beauty and to control building and development in wetlands whenever possible. When development is permitted in a wetland, the development should occur in manner that minimizes adverse impacts upon the wetland.

### **8-3.00 PERMITTED USES**

The following uses shall be allowed, subject to the general shoreland zoning regulations in this Ordinance, the provisions of Sections 30 and 31 of the Wisconsin Statutes, and the provisions of other state and federal laws, if applicable:

8-3.01 Activities and uses which do not require the issuance of a zoning permit, but which must be carried out without filling, flooding, draining, dredging, ditching, tiling or excavating:

- (A) Hiking, fishing, trapping, hunting, swimming, boating and self-contained recreational vehicle camping {two (2) camping units per parcel};
- (B) The harvesting of wild crops, such as marsh hay, ferns, moss, wild rice, berries, tree fruits and tree seeds, in a manner that is not injurious to the natural reproduction of such crops;
- (C) The practice of silviculture, including the planting, thinning and harvesting of timber, provided it is done in accordance with Section 4 of this Ordinance;
- (D) The pasturing of livestock and the construction and maintenance of fences;
- (E) The cultivation of agricultural crops;

- (F) The construction and maintenance of duck blinds;
- (G) The construction and maintenance of piers, docks and walkways in accordance with Section 3-2.00 of this Ordinance;
- (H) The maintenance, repair, replacement, and reconstruction of existing town, county, and state highways and bridges.

8-3.02 Uses which do not require the issuance of a zoning permit and which may involve filling, flooding, draining, dredging, ditching, tiling or excavating to the extent specifically provided below:

- (A) Dike and dam construction and ditching for the purpose of growing and harvesting cranberries;

8-3.03 Uses which are allowed upon the issuance of a zoning permit:

- (A) Temporary water level stabilization measures, in the practice of silviculture, which are necessary to alleviate abnormally wet or dry conditions that would have an adverse impact on the conduct of silvicultural activities if not corrected;
- (B) Ditching, tiling, dredging, excavating or filling done to maintain or repair existing agricultural drainage systems only to the extent necessary to maintain the level of drainage required to continue the existing agricultural use. This includes the minimum filling necessary for disposal of dredged spoil adjacent to the drainage system, provided that the dredged spoil is placed on existing spoil banks where possible; and
- (C) Limited excavating and filling necessary for the construction and maintenance of fences for the pasturing of livestock.
- (D) The construction and maintenance of roads which are necessary to conduct silvicultural activities or are necessary for agricultural cultivation provided that:
  1. The road cannot as a practical matter be located outside the wetland; and
  2. The road is designed and constructed to minimize the adverse impact upon the natural functions of the wetland and meets the following standards:
    - (a) The road shall be designed and constructed as a single lane roadway with only such depth and width necessary to accommodate the machinery required conduct agricultural and silvicultural activities;
    - (b) Road construction activities are to be carried out in the immediate area of the roadbed only; and
    - (c) Any filling, flooding, draining, dredging, ditching, tiling or excavating that is to be done must be necessary for the construction or maintenance of the road; and
    - (d) Roads constructed for silviculture and intermittent agriculture activity are completely removed and the area restored to natural condition upon completion of the activity or inactivity for a period of twelve (12) months.
- (E) The construction and maintenance of nonresidential buildings used solely in conjunction with raising

of waterfowl, minnows or other wetland or aquatic animals or used solely for some other purpose which is compatible with wetland preservation, if such building cannot as a practical matter be located outside the wetland, provided that:

1. Any such building does not exceed five hundred (500) square feet in floor area; and
2. No filling, flooding, draining, dredging, ditching, tiling or excavating is to be done except limited excavating necessary to provide structural support for the building.

(F) The establishment and development of public and private parks and recreation areas, boat access sites, natural and outdoor education areas, historic and scientific areas, wildlife refuges, game preserves and private wildlife habitat areas, provided that:

1. Any private recreation or wildlife habitat area must be used exclusively for that purpose;
2. Limited filling and excavating necessary for the development of boat launching ramps and access roads may be allowed provided that they cannot, as a practical matter, be located outside the wetland;
3. Ditching, excavating, dredging, dike and dam construction may be done in wildlife- refuges, game preserves and private wildlife habitat areas, but only for the purpose of improving wildlife habitat or to otherwise enhance wetland values.

(G) The construction and maintenance of electric, gas, telephone, water and sewer transmission and distribution lines, and related facilities, by public utilities and cooperative associations organized for the purpose of producing or furnishing heat, light, power or water to their members, provided that:

1. The transmission and distribution lines and related facilities cannot as a practical matter be located outside the wetland; and
2. Any filling, excavating, ditching or draining that is to be done must be necessary for such construction or maintenance and must be done in a manner designated to minimize flooding and other adverse impacts upon the natural functions of the wetlands.

(H) The construction and maintenance of railroad lines provided that:

1. The railroad lines cannot as a practical matter be located outside the wetland; and
2. Any filling, excavating, ditching or draining that is to be done must be necessary for such construction or maintenance and must be done in manner designed to minimize flooding and other adverse impacts upon the natural functions of the wetland.

#### 8-4.00 PROHIBITED USES

Any use not listed in Sections 8-3.01, 8-3.02 or 8-3.03 is prohibited, unless the shoreland-wetland district or a portion of the district has been rezoned by amendment of this Ordinance in accordance with Section 59.69(5)(e), Wisconsin Statutes, Chapter NR 115, Wisconsin Administrative Code, and Section 8-6.00 of this Ordinance.

#### 8-5.00 SITE REQUIREMENTS

(A) Yard Requirements: All structural uses except for utilities and transportation shall meet the following

minimum setback requirements:

1. Class A Highway {State Highway}: 110 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.
2. Class B Highway {County Trunk}: 83 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.
3. Class C Highway {Town Road}: 63 ft. from centerline or 30 ft. from lot line, whichever measures furthest into the lot.
4. Front Lot Line: 30 ft. for all structures.
5. Rear Lot Line: 30 ft. for dwelling and attached accessory structures, 10 ft. for detached accessory building.
6. Side Lot Line: 10 ft. for all structures.

NOTE: 4., 5., and 6. are subject to 1., 2. and 3. above.

(B) Height Requirements:

1. Accessory Structure {8-3.03 (E)}: 20 ft.

Lot / Area Requirements:

Note: The following requirements apply to parcels zoned Conservancy and/or Shoreland Wetland in their entirety.

1. Lot Area excluding access strips minimum: Twenty (20) acres.
2. Lot Width average minimum: 400 feet.
3. Waterfront minimum width: 200 ft.

## 8-6.00 REZONING OF LANDS IN THE SHORELAND-WETLAND ZONING DISTRICT

NOTE: Only the minimum area of the lot required for the proposed use shall be considered for rezoning.

8-6.01 For all proposed text and map amendments to the shoreland-wetland district, the appropriate district and area offices of the Department of Natural Resources shall be provided with the following:

- (A) A copy of every petition for a text or map amendment to the shoreland-wetland district, within five (5) days of filing such petition with the County Clerk;
- (B) Written notice of the public hearing to be held on a proposed amendment, at least ten (10) days prior to such hearing;
- (C) A copy of the Planning & Development Committee's findings and recommendations on each proposed amendment, within ten (10) days after the submission of those findings and recommendations to the County Board; and
- (D) Written notice of the County Board's decision on the proposed amendment, within ten (10) days after it is issued.

8-6.02 Shoreland-wetland or portion thereof shall not be rezoned unless in the best interest of Adams County citizens and protection of the local natural resources. The petitioner shall have the burden to

demonstrate the proposed rezone of a previously established district is in the best interest of Adams County citizens.

A wetland district or portion thereof shall not be rezoned if the proposed rezoning may result in a significant adverse impact upon any of the following:

- (A) Storm and flood water storage capacity;
- (B) Maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland;
- (C) Filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters;
- (D) Shoreline protection against soil erosion;
- (E) Fish spawning, breeding, nursery or feeding grounds;
- (F) Wildlife habitat; or
- (G) Areas of special recreational, scenic or scientific interest, including scarce wetland types.

The burden of proof that the proposed rezone will not have "significant adverse impact" shall fall upon the petitioner. Petitioner shall supply the information requested on the inventory checklist and present the information to the Planning and Development Committee at the time of rezoning request.

8-6.03 If the Department of Natural Resources has notified the Planning & Development Committee that a proposed amendment to the shoreland-wetland district may have a significant adverse impact upon any of the criteria listed in Section 8-6.02 of this Ordinance, that amendment, if approved by the County Board, shall contain the following provision:

"This amendment shall not take effect until more than thirty (30) days have elapsed since written notice of the County Board's approval of this amendment was mailed to the Department of Natural Resources. During that thirty (30) day period, the Department of Natural Resources may notify the County Board that it will adopt a superceding shoreland ordinance for the county under Section 59.692(6) of the Wisconsin Statutes. If the Department does so notify the County Board, the effect of this amendment shall be stayed until the Section 59.692(6) adoption procedure is completed or otherwise terminated."

#### 8-7.00 SPECIAL EXCEPTIONS

The following uses shall be allowed upon issuance of a Special Exception Permit as provided in Section 13-4.00 of this Ordinance, and issuance of a Department of Natural Resources Permit, where required by Section 30 and 31, Wisconsin Statutes:

##### 8-7.01 Dams, Power Plants, Flowages and Ponds.

NOTE: Wildlife ponds approved by the Planning & Development Committee and/or the USDA-Farm Service Agency and/or the USDA-Natural Resources Conservation Service are exempted from obtaining a Special Exception Permit.



8-7.02 Relocation of any watercourse.

## **SECTION 9 - CONSERVANCY DISTRICT**

### **9-1.00 DESIGNATION**

This district includes all lands within the jurisdiction of this Ordinance, which are designated as Conservancy District on the Official Shoreland Zoning Maps for Adams County, which have been adopted under Section 7-1.00 of this Ordinance.

### **9-2.00 PURPOSE**

The purpose of the Conservancy District is to maintain safe and healthful conditions, to prevent water pollution, to protect fish spawning grounds and wildlife habitat, to preserve shore cover and natural beauty and to control building and development in shorelands whenever possible. When development is permitted in a Conservancy District, the development should occur in a manner that minimizes adverse impacts upon the land.

### **9-3.00 PERMITTED USES**

The following uses shall be allowed, subject to the general shoreland zoning regulations in this Ordinance, the provisions of Sections 30 and 31 of the Wisconsin Statutes, and the provisions of other state and federal laws, if applicable:

9-3.01 Any use permitted under Section 8-3.00 of this Ordinance.

9-3.02 Non-residential buildings used exclusively for farm operations, provided that no filling is necessary for the construction of such building.

### **9-4.00 PROHIBITED USES**

9-4.01 Any use prohibited under Section 8-4.00 of this Ordinance.

### **9-5.00 SITE REQUIREMENTS**

(A) Yard Requirements: All structural uses except for utilities and transportation shall meet the following minimum setback requirements:

1. Class A Highway {State Highway}: 110 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.
2. Class B Highway {County Trunk}: 83 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.
3. Class C Highway {Town Road}: 63 ft. from centerline or 30 ft. from lot line, whichever measures furthest into the lot.
4. Front Lot Line: 30 ft. for all structures.
5. Rear Lot Line: 30 ft. for dwelling and attached accessory structures, 10 ft. for detached accessory building.
6. Side Lot Line: 10 ft. for all structures.

NOTE: 4., 5., and 6. are subject to 1., 2. and 3. above.

(B) Height Requirements:

1. Accessory Structure {8-3.03 (B)}: 20 ft.

(C) Lot / Area Requirements:

Note: The following requirements apply to parcels zoned Conservancy and/or Shoreland Wetland in their entirety.

1. Lot Area excluding access strips minimum: Twenty (20) acres.
2. Lot Width average minimum: 400 feet.
3. Waterfront minimum width: 200 ft.

## 9-6.00 REZONING OF LANDS IN THE CONSERVANCY DISTRICT

NOTE: Only the minimum area of the lot required for the proposed use shall be considered for rezoning.

9-6.01 For all proposed text and map amendments to the conservancy district, the appropriate district and area offices of the Department of Natural Resources shall be provided with the following:

- (A) A copy of every petition for a text or map amendment to the conservancy district, within five (5) days of filing such petition with the County Clerk;
- (B) Written notice of the public hearing to be held on a proposed amendment, at least ten (10) days prior to such hearing;
- (C) A copy of the Planning & Development Committee's findings and recommendations on each proposed amendment, within ten (10) days after the submission of those findings and recommendations to the County Board; and
- (D) Written notice of the County Board's decision on the proposed amendment, within ten (10) days after it is issued.

9-6.02 A conservancy district or portion thereof shall not be rezoned unless in the best interest of Adams County citizens. The petitioner shall have the burden to demonstrate the proposed rezone shall not be rezoned of a previously established district is in the best interest of Adams County Citizens. A conservation district or portion thereof shall not be rezoned if the proposed rezoning may result in a significant adverse impact upon any of the following:

- (A) Storm and flood water storage capacity;
- (B) Maintenance of dry stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland;
- (C) Filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters;
- (D) Shoreline protection against soil erosion;
- (E) Fish spawning, breeding, nursery or feeding grounds;

(F) Wildlife habitat; or

(G) Areas of special recreational, scenic or scientific interest, including scarce wetland types.

The burden of proof that the proposed rezone will not have "significant adverse impact" shall fall upon the petitioner. Petitioner shall supply the information requested on the inventory checklist and present the information to the Planning and Development Committee at the time of rezoning request.

#### 9-7.00 SPECIAL EXCEPTIONS

9-7.01 Any special exception allowed under Section 8-6.00 of this Ordinance.

### SECTION 10 - RECREATIONAL-RESIDENTIAL DISTRICT

#### 10-1.00 DESIGNATION

This district shall include all shorelands within the jurisdiction of this Ordinance that are designated as Recreational-Residential District on the Adams County Official Shoreland Zoning Maps which have been adopted in Section 7-1.00 of this Ordinance.

#### 10-2.00 PURPOSE

The purpose of the Recreational-Residential District is to protect the waters and shorelands of Adams County by providing for safe and orderly shoreland development. Recreational-Residential shorelands are particularly suited for residential and recreational uses.

In this district, residential, recreational and shoreland-wetland uses are permitted, and a limited number of commercial uses serving recreational needs are allowed as Special Exceptions.

#### 10-3.00 PERMITTED USES

10-3.01 Any use permitted under Section 8-3.00 of this Ordinance.

10-3.02 Year around single-family dwellings for owner occupancy and non-temporary rent or lease (see Section 16-1.25);

10-3.03 Seasonal single-family dwellings for owner occupancy and non-temporary rent or lease;

10-3.04 Accessory structures and uses; and

10-3.05 Signs, as specified in Section 12 of this Ordinance.

#### 10-4.00 SITE REQUIREMENTS

(A) Yard Requirements: All uses shall meet the following minimum setback requirements:

1. Class A Highway {State Highway}: 110 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.

2. Class B Highway {County Trunk}: 83 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.
3. Class C Highway {Town Road}: 63 ft. from centerline or 30 ft. from lot line, whichever measures furthest into the lot.
4. Front Lot Line: 30 ft. for all structures.
5. Rear Lot Line: 30 ft. for dwelling and attached accessory structures, 10 ft. for detached accessory building.
6. Side Lot Line: 10 ft. for all structures.

NOTE: 4., 5., and 6. are subject to 1., 2. and 3. above.

(B) Height Requirements:

1. Principal Structure maximum: 35 ft.
2. Accessory Structure maximum: 20 ft.

(C) Lot / Area Requirements:

A minimum of 20,000 sq. ft. of buildable area is required per dwelling unit.

1. Lot Area excluding access strips minimum: One (1) acre.
2. Lot Width average minimum: 150 feet.
3. Waterfront minimum width: 100 ft.

## 10-5.00 SPECIAL EXCEPTIONS

The following uses are permitted upon issuance of a Special Exception. Permit according to the procedure set forth in Section 13-4.00 of this Ordinance. Unless otherwise specified in the Special Exception Permit, any structure shall be set back at least seventy-five (75) feet from a property line.

- 10-5.01 Duplexes and multiple residential dwelling unit structures serving up to and including four-family buildings;
- 10-5.02 Temporary rent or lease of single-family, duplex and multifamily dwellings;
- 10-5.03 Accessory structures and uses prior to primary structures and uses;
- 10-5.04 Hotels, resorts, taverns and private clubs;
- 10-5.05 Institutions of a philanthropic or educational nature;
- 10-5.06 Recreational camps and campgrounds. Recreational and educational camps shall conform to Chapter HSS 175 Wisconsin Administrative Code; and campgrounds shall conform to Chapter, HFS 178 Wisconsin Administrative Code, which shall apply until amended and then apply as amended;
- 10-5.07 Gift and specialty shops customarily found in recreational areas;
- 10-5.08 Marinas, boat liveries, sale of bait, fishing equipment, boats and motors, fish farms, forest industries and golf courses;
- 10-5.09 Manufactured home parks, provided:

(A) The minimum area for each manufactured home park shall be five (5) acres.

(B) Every manufactured home lot shall have the following minimum dimensions exclusive of park streets:

1. Area: .....5,400 square feet
2. Width (at manufactured home): .....50 feet
3. Depth: .....100 feet

(C) No manufactured home park shall have an overall density greater than six (6) manufactured homes per acre.

(D) Occupied lot area ratio: Manufactured homes shall not occupy an area in excess of one-third of their respective lot areas. The accumulated area of the manufactured home and its accessory structures on a manufactured home lot, shall not exceed two-thirds of the respective lot area.

(E) Required setbacks:

1. Each manufactured home shall be located at least ten (10) feet from any manufactured home lot line.
2. All manufactured homes shall meet the setback requirements in Section 3 of this Ordinance.

#### 10-5.10 Recreational Vehicle Parks, provided:

(A) It shall conform to the requirements of Chapter HFS 178, Wisconsin Administrative Code, which shall apply until amended and then apply as amended.

10-5.11 Signs permitted by Section 12-2.00 of this Ordinance.

10-5.12 All Special Exceptions listed in Section 8-6.00 of this Ordinance.

#### 10-6.00 VEGETATION REMOVAL / CUTTING

Vegetation removal / cutting regulations as set forth in Section 4 of this Ordinance shall apply.

### SECTION 11 - GENERAL PURPOSE DISTRICT

#### 11-1.00 DESIGNATION

This district shall include all shorelands within the jurisdiction of this Ordinance that are not included in the: (1) Shoreland-Wetland District, (2) Conservancy District or (3) Recreational-Residential District.

#### 11-2.00 PURPOSE

Areas other than those contained in the above referenced districts under Section 11-1.00, are potentially suited to a wide range of uses including industrial, commercial, agricultural, residential, forestry and recreational uses. Selecting prospective locations for these uses and designating specific zones for each of them along navigable waters will require detailed, county-wide comprehensive planning. Until such planning

is undertaken and more detailed amendments to this Ordinance can be enacted, a General Purpose District will be used to allow a wide range of uses, subject to the general provisions of this Ordinance, which are designed to: further the maintenance of safe and healthful conditions; protect spawning grounds, fish and aquatic life; and preserve shore cover and natural beauty. Minimum separating distances are provided to reduce conflicting land uses between potentially incompatible uses.

#### 11-3.00 PERMITTED USES

The following uses shall be allowed, subject to the general shoreland zoning regulations in this Ordinance:

##### 11-3.01 Commercial Uses,

11-3.02 Agricultural Uses, provided livestock shall be housed at least one hundred (100) feet from any navigable water and shall be located so that no wastes or runoff will drain into any navigable water;

##### 11-3.03 Residential Uses;

##### 11-3.04 Forestry;

11-3.05 Recreational Uses including hiking, fishing, swimming, boating and self-contained recreational vehicle camping {two (2) camping units per parcel};

11-3.06 Signs permitted by Section 12-3.00 of this Ordinance.

#### 11-4.00 SPECIAL EXCEPTIONS

11-4.01 Industrial uses may be permitted upon issuance of a Special Exception Permit by the Board of Adjustment as provided in Section 13-4.00 of this Ordinance. Any intended discharge of new waste into surface waters must be reported to the Department of Natural Resources and approved by the Department as provided in the Wisconsin Statutes and Wisconsin Administrative Code.

#### 11-5.00 VEGETATION REMOVAL / CUTTING

Vegetation removal / cutting regulations as set forth in Section 4 of this Ordinance shall apply.

#### 11-6.00 SITE REQUIREMENTS

(A) Yard Requirements: All uses shall meet the following minimum setback requirements:

1. Class A Highway {State Highway}: 110 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.
2. Class B Highway {County Trunk}: 83 ft. from centerline or 50 ft. from lot line, whichever measures furthest into the lot.
3. Class C Highway {Town Road}: 63 ft. from centerline or 30 ft. from lot line, whichever measures furthest into the lot.
4. Front Lot Line: 30 ft. for all structures.
5. Rear Lot Line: 30 ft. for dwelling and attached accessory structures, 10 ft. for detached accessory building.
6. Side Lot Line: 10 ft. for all structures.

NOTE: 4., 5., and 6. are subject to 1., 2. and 3. above.

(B) Height Requirements:

1. Principal Structure maximum: 35 ft.
2. Accessory Structure maximum: 20 ft.

(C) Lot / Area Requirements:

1. Maximum Ground Coverage. The total ground area occupied by any principal building with all its accessory buildings shall not exceed thirty percent (30%) of total lot area.
2. Minimum lot area: 20,000 sq. ft., but sufficient area to meet all district and proposed use requirements.

## SECTION 12 - SIGNS

### 12-1.00 BASIC REQUIREMENTS

- (A) No sign shall be located, erected, moved, reconstructed, enlarged or altered until a zoning permit has been issued, except as exempted in section 12-5.00 of this Ordinance.
- (B) Any sign intended to be read from the water shall be set back at least seventy-five (75) feet from the ordinary high-water mark and shall not exceed thirty (30) square feet in area.
- (C) The owner of any sign shall keep it in good maintenance and repair including restoring, repainting, or replacing a worn or damaged, legally existing sign to its original condition.

### 12-2.00 RECREATIONAL – RESIDENTIAL DISTRICT

The following signs shall be permitted in a Recreational-Residential District:

- (A) Signs specifically exempted in Section 12-5.00 of this Ordinance.
- (B) On premise ground signs not exceeding forty (40) square feet, identifying an apartment, condominium, manufactured home park, subdivision or multiple family use.

### 12-3.00 GENERAL PURPOSE DISTRICT

The following signs shall be permitted in a General Purpose District:

- (A) Temporary signs when permitted by the County Planning and Development Committee. The Planning and Development Committee shall, in each case, determine the structural type of sign permitted, the maximum size permitted and the time period the sign may remain in use.
- (B) Wall signs placed against the exterior walls of buildings and, for any one premise, not exceeding forty (40) square feet in area.
- (C) Projecting signs not exceeding forty (40) square feet in area for any one premise.
- (D) Awning and canopy signs not exceeding forty (40) square feet in area for any one premise.
- (E) Ground signs not exceeding forty (40) feet in height above the mean centerline street grade. They

shall not exceed forty (40) square feet on one side or eighty (80) square feet on all sides. No ground sign shall be placed closer than eighty (80) feet to another ground sign. Such signs may be placed at the right-of-way line.

(F) Roof signs not exceeding ten (10) feet in height above the roof. They shall not exceed forty (40) square feet on all sides for any one premise.

(G) Portable signs not exceeding forty (40) square feet on one side or eighty (80) square feet on all sides.

(H) Window signs.

(I) Signs permitted in Section 12-2.00 of this Ordinance.

(J) Signs specifically exempted in Section 12-5.00 of this Ordinance.

NOTE: Larger signs may be permitted by the Board of Adjustment upon a finding of fact that it shall be necessary to inform the public.

#### 12-4.00 SHORELAND – WETLAND & CONSERVANCY DISTRICTS

The following signs shall be permitted in a Shoreland-Wetland or Conservancy District:

(A) Signs specifically exempted in Section 12-5.00 of this Ordinance.

#### 12-5.00 ALL DISTRICTS

The following signs are permitted in all districts without permit, but subject to the following regulations:

(A) Real estate ground or wall signs not exceeding eight (8) square feet in area which advertise the sale, rental, or lease of the premises upon which the signs are temporarily located. Such signs may be placed at the right-of-way line.

(B) Ground signs identifying the name and address of the resident, not exceeding six (6) square feet in area, and located on the premises. Such signs may be located at the right-of-way line.

(C) Home occupation and professional home office signs not exceeding nine (9) square feet in area on any one side; located on the premises, and not illuminated after 10 p.m. or before 8 a.m.

(D) Bulletin boards on ground or wall signs not exceeding thirty-six (36) square feet in area, located on the premises, and used by public, charitable, or religious institutions. Such signs may be placed at the right-of-way line.

(E) Memorial signs, tablets, names of buildings, and date of erection when cut into any masonry surface or when constructed of metal or wood and affixed flat against a structure.

(F) Official ground signs, such as traffic control, parking restrictions, information and notices. Such signs may be placed up to the pavement edge.

(G) Political signs provided the following provisions are met:

1. No sign is erected more than sixty (60) days prior to the election.

2. All signs are removed within seven (7) days after the election.



3. No sign shall be attached or placed on utility poles or traffic devices within public right-of-way.
4. The graphic message must relate to candidates or beliefs at issue in the current election.
5. Persons or committees authorizing the distribution or posting of campaign materials shall be responsible for compliance with the provisions of this Ordinance.

(H) Field demonstration and test plot signs.

## SECTION 13 - ADMINISTRATION

### 13-1.00 ZONING ADMINISTRATOR

There is hereby created the office of Zoning Administrator. The Zoning Administrator shall be removable by a two-thirds (2/3) vote of the County Board for cause upon written charges and after public hearing. The Zoning Administrator or his designee shall exercise the following duties and powers:

- 13-1.01 Advise applicants as to the provisions of this Ordinance and assist them in preparing permit applications.
- 13-1.02 Issue permits and inspect properties for compliance with this Ordinance.
- 13-1.03 Keep records of all permits issued, inspections made, work approved and other official actions.
- 13-1.04 Have access to any structure or premises during reasonable hours for the purpose of performing his duties.
- 13-1.05 Issue directives and orders and report violations of this Ordinance and other applicable regulations to the Planning and Development Committee and Corporation Counsel.

NOTE: Written notice shall be given to the appropriate district and area offices of the Department of Natural Resources at least ten (10) days prior to hearings on proposed shoreland variance, special exceptions, appeals for map or text interpretations and map or text amendments.

- 13-1.06 Copies of decisions on shoreland variances, special exceptions, appeals for map or text interpretations and map or text amendments shall be submitted to the appropriate district or area offices of the Department of Natural Resources within ten (10) days after they are granted or denied.

### 13-2.00 ZONING PERMITS

- 13-2.01 Cases when a Zoning Permit is required:

(A) Before any building or other structure is erected, moved or structurally altered so as to change its use or increase its floor space.

(B) Before placement of rip rap or other non-vegetative erosion control devices *and structures*. *Prior to installation, the Adams County Land & Water Conservation and Planning & Zoning Departments must approve the design and necessity for all erosion control devices and structures.*

(C) *Before a Special Exception Permit for filling and/or grading may be issued.*

(D) Before any land use is substantially altered.

13-2.02 Application for Zoning Permit:

An application for a Zoning Permit shall be made to the Zoning Administrator upon forms furnished, and shall include, for the purpose of proper enforcement of these regulations, the following data:

(A) Name and address of the applicant and property owner;

(B) Legal description of the subject site, address of the subject site, type of structure or use and the zoning district within which the subject site lies.

(C) Plat of survey or a location sketch showing the location, boundaries, dimensions, elevations, uses and sizes of the following:

1. Subject site;
2. Existing and proposed structures;
3. Existing and proposed easements, streets and other public ways;
4. Existing and proposed building setbacks; and
5. The ordinary high-water mark of any abutting watercourse and watermark at the day of the sketch.

(D) Any additional information as may be required by the County Planning and Development Committee or the Zoning Administrator.

(E) If applicable, inventory checklist.

13-3.00 COMPLIANCE

13-3.01 As applicable, no land shall be occupied or used and no building hereafter erected, altered or moved shall be occupied until the appropriate inspection(s) and/or final occupancy as been issued by the Planning and Zoning department.

(A) Inspection reports shall show that the building or premises or part thereof conforms to all provisions of this Ordinance.

13-3.02 The Zoning Administrator may issue a temporary occupancy for part of a building, pursuant to rules and regulations established therefore by the County Board of Supervisors and other applicable codes and ordinances.

13-3.03 Upon written request from the owner, the Zoning Administrator shall issue a letter of compliance for any building or premises existing at the time of the adoption of this Ordinance, certifying, after inspection, the extent and type of use made of the building or premises and whether or not such use conforms to the provisions of this Ordinance.

NOTE: An onsite inspection may require a fee.

#### 13-4.00 SPECIAL EXCEPTION PERMIT

Unclassified or unspecified uses and any use listed as a Special Exception in this Ordinance may be permitted only upon application to the Zoning Administrator and issuance of a Special Exception Permit by the Board of Adjustment.

13-4.01 APPLICATION FOR A SPECIAL EXCEPTION PERMIT. In order to secure information upon which to base its determination, the Board of Adjustment may require the applicant to furnish, in addition to the information required for a zoning permit, the following information:

- (A) A plan of the area showing contours, soil types, driveways, walkways, groundwater conditions, bedrock, slope and vegetative cover.
- (B) Location of buildings, parking areas, traffic access, driveways, walkways, piers, open spaces and landscaping.
- (C) Plans of buildings, sewage disposal facilities, water supply systems and arrangements for operation.
- (D) Specifications for areas of proposed filling, grading, lagooning or dredging.
- (E) Other pertinent information necessary to determine if the proposed use meets the requirements of this Ordinance.
- (F) If applicable, inventory checklist;

#### 13-4.02 STANDARDS APPLICABLE TO ALL EXCEPTIONS.

In passing upon a Special Exception Permit, the Board of Adjustment shall evaluate the effect of the proposed use upon:

- (A) The maintenance of safe and healthful conditions;
- (B) The prevention and control of water pollution including sedimentation;
- (C) Existing topographic and drainage features and vegetative cover on the site;
- (D) The location of the site with respect to floodplains and floodways of rivers or streams;
- (E) The erosion potential of the site based upon degree and direction of slope, soil type and vegetative cover;
- (F) The location of the site with respect to existing or future access roads;
- (G) The need of the proposed use for a shoreland location;
- (H) Its compatibility with uses on adjacent land; and
- (I) Location factors under which:
  - 1. Domestic uses shall be generally preferred;
  - 2. Uses not inherently a source of pollution within an area shall be preferred over uses that are or may be a pollution source;

3. Use locations within an area tending to minimize the possibility of pollution shall be preferred over use locations tending to increase that possibility.

13-4.03 CONDITIONS ATTACHED TO SPECIAL EXCEPTIONS. Upon consideration of the factors listed above, the Board of Adjustment may attach such conditions, in addition to those required elsewhere in this Ordinance, that it deems necessary in furthering the purposes of this Ordinance. Such conditions may include specifications for, without limitation because of specific enumeration: type of shore cover; increased setbacks; specified sewage disposal or water supply facilities; landscaping and planting screens; period of operation; operation control; sureties; deed restrictions; location of piers, docks, parking and signs; type of construction or any other requirements necessary to fulfill the purpose and intent of this Ordinance.

The Board of Adjustment in evaluating each application may request the Planning and Development Committee to make available expert assistance from those State and Federal agencies which are assisting said District under a memorandum of understanding and any other State or Federal agency which can provide technical assistance.

13-4.04 NOTICE OF PUBLIC HEARING. Before passing upon an application for Special Exception Permit, the Board of Adjustment shall hold a public Hearing. Notice of such public hearing specifying the time, place and matters to come before the board shall be given in the manner specified in Section 13-5.03 of this Ordinance, including mailed notice to the district and area offices of the Department of Natural Resources at least ten (10) days prior to the hearing.

13-4.05 RECORDING When a Special Exception Permit is approved, an appropriate record shall be made of the land use and structures permitted, and such grant shall be applicable solely to the structures, uses and property so described. A copy of any decision granting a Special Exception Permit shall be mailed to the district and area offices of the Department of Natural Resources.

When a Special Exception Permit is denied, the Board shall state in writing the grounds for refusing the permit.

13-4.06 TERMINATION Where a Special Exception does not continue in conformity with the conditions of the original approval, the Special Exception shall be terminated by action of the Board of Adjustment.

#### 13-5.00 BOARD OF ADJUSTMENT

13-5.01 POWERS OF THE BOARD The Chairman of the County Board is hereby directed to appoint a Board of Adjustment according to Section 59.694 of the Wisconsin Statutes, consisting of five (5) members and two (2) alternates.

The members shall all reside within the county and outside of limits of incorporated cities and villages; provided, however, that no two (2) members may reside in the same town. The Board shall choose its own chairman and other officers as may be needed.

No member shall be a member of the Planning and Development Committee or be a member of the County Board of Supervisors or be a member of a Town Board.

Term of office shall be for three years beginning July 1. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

- (A) The Board of Adjustment shall adopt such rules as it deems necessary for the conduct of business and may exercise all of the powers conferred on such boards by Section 59.694(7), Wisconsin Statutes.
- (B) It shall hear and decide appeals where it is alleged there is error in any order requirements, decisions or determination made by an administrative official in the enforcement or administration of this Ordinance.
- (C) It shall hear and decide Special Exceptions to the terms of this Ordinance upon which the Board is required to pass under this Ordinance.
- (D) It may authorize upon appeal, in specific cases, such variance from the terms of the ordinance as will not be contrary to the public interest, where owing to special or unique site conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship provided the purpose and intent of the ordinance are observed. No variance shall have the effect of allowing in any district uses prohibited in that district or permit standards lower than those required by state law.

For the purposes of this section, "unnecessary hardship" means whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome. Self-created and-economic hardship shall not be considered.

13-5.02 APPEALS TO THE BOARD Appeals to the Board of Adjustment may be taken by a person aggrieved or by an officer, department, board or bureau of the municipality, affected by a decision of the Zoning Administrator. Such appeal shall be taken within thirty (30) days of written notice of the decision or order of the Zoning Administrator, by filing with the office from whom the appeal is taken and with the Board of Adjustment, a notice of appeal specifying the ground thereof. The Zoning Administrator shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken.

#### 13-5.03 HEARING APPEALS.

- (A) The Board of Adjustment shall fix a reasonable time for the hearing of the appeal; give public notice and such notice to be published in the official newspaper of the County by publishing a class two (2) notice thereof as defined in Section 985 of the Wisconsin Statutes, as well as due notice to the parties in interest, including mailing notice to the district and area offices of the Department of Natural Resources at least ten (10) days prior to the hearing. Such notice shall specify the date, time and place of the hearing and matters to come before the Board.
- (B) A decision regarding the appeal shall be made as soon as practicable.
- (C) The final disposition of an appeal or application to the Board of Adjustment shall be in the form of a written resolution or order signed by the secretary of the Board. Such resolution shall state the specific facts that are the basis for the Board's determination and shall either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or prosecution or grant the application.
- (D) A copy of any decision granting a variance shall be mailed to the district and area offices of the Department of Natural Resources.

(E) Any party may appear in person or by agent or by attorney.

#### 13-6.00 FEES

The applicant, upon filing of an application, shall pay a fee for the following purposes:

- (A) Zoning Permit;
- (B) Onsite inspections;
- (C) Special Exception Permit;
- (D) Petitions for Zoning Map Amendments; and
- (E) Appeals and Variances.

Fees shall be as set from time to time by the Adams County Planning and Development Committee.

### SECTION 14 - CHANGES AND AMENDMENTS

The County Board of Supervisors of Adams County, Wisconsin may from time to time, alter, supplement or change the boundaries of the use districts and the regulations contained in this Ordinance in the manner provided by law.

- 14-1.00 Amendments to this Ordinance may be made on petition of any interested party in accordance with the provisions of Section 59.69(5)(e), Wisconsin Statutes.
- 14-2.00 Amendments to the Shoreland-Wetland District shall be done in accordance with Section 8-6.00 of this Ordinance.
- 14-3.00 Copies of any amendment proposed to the County Board of Supervisors, referred by that board to the Planning and Development Committee, shall be mailed by the Planning and Development Committee within five (5) days after such referral to the district and area offices of the Department of Natural Resources. Written notice of the public hearing to be held on a proposed amendment shall be mailed to the district and area offices of the Department of Natural Resources at least ten (10) days prior to the hearing.
- 14-4.00 A copy of the action taken by the County Board of Supervisors on all amendments shall be forwarded to the district and area offices of the Department of Natural Resources within ten (10) days after the decision is issued.

### SECTION 15 - ENFORCEMENT AND PENALTIES

Any building or structure hereinafter erected, enlarged, moved or structurally altered or any use hereinafter established in violation of the provisions of this Ordinance by any person, firm, association, corporation (including building contractors or his or their agent) shall be deemed as an unlawful structure or use. The Zoning Administrator shall report all violations of this Ordinance to the Planning and Development Committee.

The Zoning Administrator may sign a complaint, issue directives or orders including stop-work orders and report the violations to the County Corporation Counsel. It shall be the duty of the Corporation Counsel to expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the County a penalty of not less than one hundred dollars (\$100.00) together with the taxable cost in such action and not more than one thousand dollars (\$1,000.00) and every day of violation shall constitute a separate offense. Additionally, the violator will be required to bear the costs for correcting the violation and may be required to post a cash bond to cover such costs. Any cash posted that is not needed to correct the violation will be returned to the violator.

## **SECTION 16 - DEFINITIONS**

- 16-1.00 For the purpose of this Ordinance, certain terms or words used herein shall be interpreted as follows: Words used in the present tense includes the future; words in the singular number include the plural number; and words in the plural number include the single number. The word "shall" is mandatory, not permissive. All distances, unless otherwise specified, shall be measured horizontally. Any word not defined below shall be presumed to have its customary dictionary definition.
- 16-1.01 ACCESSORY USE. A use incidental to the principal use of a building. In buildings restricted to residential use, the office of a professional man, customary family occupations and workshops not conducted for compensation shall be deemed accessory uses.
- 16-1.02 ACCESS STRIP. Any portion of a parcel that is sixty-six (66) feet or less in width.
- 16-1.03 BANK. Means the land surface abutting the bed of any navigable water body which, either prior to any project or alteration of land contours or as a result of the proposed project or alteration, slopes or drains without complete interruption into the water body.
- 16-1.04 BOATHOUSE. Any structure designed for the purposes of protecting or storing watercraft and related equipment for noncommercial purposes.
- 16-1.05 BUILDABLE AREA. Land area not encumbered for construction of primary and accessory residential, commercial or industrial structures including onsite sanitary systems. Encumbrances include floodplain, wetland and other unbuildable site conditions.
- 16-1.06 CAMPGROUNDS. Any premises established for overnight habitation by persons using equipment designed for the purpose of temporary camping and for which a fee of any sort is charged or exchanged.
- 16-1.07 CRITICAL HABITAT. Areas of aquatic vegetation identified as offering critical or unique fish and wildlife habitat or offering water quality or erosion control benefits to the body of water.
- 16-1.08 PLANNING AND DEVELOPMENT COMMITTEE. That committee or commission created or designated by the County Board under 59.69(2)(a), Wisconsin Statutes, to act in all matters pertaining to county planning and zoning.
- 16-1.09 DEPARTMENT. The Wisconsin Department of Natural Resources.
- 16-1.10 DRAINAGE SYSTEM. One or more artificial ditches, tile drains or similar devices, which collect surface runoff or groundwater and convey it to a point of discharge.

**EROSION CONTROL DEVICE/STRUCTURE.** Any material placed at a 2:1 slope or flatter intended to retard or eliminate the movement of soil resulting from the overland flow of water.

- 16-1.11 **FLOODPLAIN.** That land which has been or may be hereafter covered by flood water during the regional flood, as indicated by the Adams County Floodplain Ordinance. The floodplain includes the floodway and the flood fringe as those terms are defined in Chapter NR 116, Wisconsin Administrative Code.
- 16-1.12 **INCONSPICUOUSLY COLORED.** Not readily noticeable or prominent.
- 16-1.13 **LAGOON.** An artificial enlargement of a waterway.
- 16-1.14 **MANUFACTURED HOME.** A vehicle having an overall length in excess of forty-five (45) feet or a body width of more than eight (8) feet designed to be towed on its chassis (comprised of frame and wheels) as a single unit or in sections upon a highway by a motor vehicle and equipped and used or intended to be used for residential occupancy and designed to be connected to utilities, excluding, however, recreational vehicles.

16-1.15 **NAVIGABLE WATERS.** Lake Superior, Lake Michigan, all natural inland lakes within this State and all streams, ponds, sloughs, flowages and other waters within the territorial limits of this State, including the Wisconsin portion of boundary waters, which are navigable under the laws of this state.

“Wisconsin’s Supreme Court has declared navigable bodies of water that have a bed differentiated from adjacent uplands and levels of flow sufficient to support navigation by a recreational craft of the shallowest draft on an annually recurring basis [Muench v. Public Service Dept. of Natural Resources, 70 Wis. 2d 936 (1975)]. For example, a stream which is navigable by a skiff or canoe during normal spring high-water is navigable, in fact, under the laws of this state though it may be dry during other seasons.”

16-1.16 **NUISANCE.**

(A) An unreasonable activity or use of property that interferes substantially with the comfortable enjoyment of life, health, or safety of others.

(B) A substance or condition that is known to have the potential to cause acute or chronic illness or death if exposure to the substance, activity or condition is not abated.

- 16-1.17 **ORDINARY HIGHWATER MARK.** The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation or other easily recognized characteristics.
- 16-1.18 **PATIO.** A flat exterior-constructed surface, no higher than six (6) inches above original grade, made of concrete, wood, brick or a combination thereof. A patio shall not include affixed appendages such as benches, tables, walls, roofs or any other structural component, which extend above the six (6) inch height limitation. Railings are permitted only where required by safety concerns.
- 16-1.19 **RECREATIONAL VEHICLE.** A vehicle having an overall length of forty-five (45) feet or less and a body width of eight (8) feet or less primarily designed as temporary living quarters for



recreational, camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle. The basic entities are: travel trailer, camping trailer, truck camper and motor home.

**RETAINING WALL.** *Any material intended to stabilize the soil and placed at a 2:1 slope or steeper.*

16-1.20 **SAFETY CONCERNS.** Circumstances or conditions presenting significant risk to human welfare.

16-1.21 **SELF-CONTAINED RECREATIONAL VEHICLE.** A recreational vehicle manufactured with water supply and sewage holding tanks, which are an integral part of the recreational vehicle.

16-1.22 **SETBACKS.** The minimum horizontal distance from the centerline of a highway or its right-of-way line, the ordinary high-water mark of a navigable water or a lot line to the nearest part of a structure, measured at right angles to the centerline, right-of-way line, ordinary high-water mark or lot line.

16-1.23 **SIGNS:**

AWNING SIGN: A sign affixed flat to the surface of an awning and not extending beyond the limits of the awning.

GROUND SIGN: A sign attached to the ground independent of any buildings.

PORTABLE SIGN: A sign which is not designed to be permanently attached to the ground or a building.

PROJECTING SIGN: A sign other than a wall or roof sign, attached to or supported by a building or structure and projecting more than 12 inches from the face of the building or structure.

ROOF SIGN: A sign erected on or over the roof of a building.

WALL SIGN: A sign which is attached to a wall of a building and projects not more than 12 inches from such wall and does not extend above the ceiling line of the top floor of the building.

WINDOW SIGN: A sign painted or affixed to a window.

16-1.24 **SHORELANDS.** Lands within the following distances from the ordinary high-water mark of navigable waters: one thousand (1,000) feet from a lake, pond or flowage; and three hundred (300) feet from a river or stream or to the landward side of the floodplain, whichever is greater.

16-1.25 **SHORELAND-WETLAND DISTRICT.** The zoning district, created as a part of this shoreland zoning ordinance, comprised of shorelands that are designated as wetlands on the wetland maps which have been adopted and made a part of this Ordinance.

16-1.26 **SILVICULTURE.** The art by which forests are tended, developed, harvested and regenerated using various management options.

16-1.27 **SPECIAL EXCEPTION (Conditional Use).** A use which is permitted by this Ordinance provided that certain conditions specified in the ordinance are met and that a permit is granted by the Board of Adjustment or, where appropriate, the Planning and Development Committee or the County

Board.

- 16-1.28 SPECIAL ZONING PERMISSION. The issuance of a conditional Zoning Permit; other permits may also be required.
- 16-1.29 STRUCTURE. Any man-made object with form, shape and utility, either permanently or temporarily placed upon the ground. The term "structure" does not include objects that are easily moved by hand.
- 16-1.30 TEMPORARY RENT OR LEASE. The renting or leasing of residential property for a period of thirty (30) continuous days or less.
- 16-1.31 UNNECESSARY HARDSHIP. Whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome. [See also Section 13-5.01(D) of this Ordinance]
- 16-1.32 VARIANCE. An authorization granted by the Board of Adjustment to construct, alter or use a building or structure in a manner that deviates from the requirements of this Ordinance.
- 16-1.33 WATERFRONT MINIMUM WIDTH. Lot width as measured in a straight line from the points of intersection of the ordinary high water mark and the lot lines.
- 16-1.34 WETLANDS. Those areas where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which have soils indicative of wet conditions.



**Planning & Zoning Department**

P. O. Box 187  
 Friendship, WI 53934  
 Phone: (608) 339 - 4222  
 Fax: (608) 339 - 4504

[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

**OFFICE USE ONLY:**

File #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Computer #: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_  
 County Zoning District: \_\_\_\_\_  
 Shoreland Zoning District: \_\_\_\_\_  
 Critical Habit Area: \_\_\_\_\_  
 FIRM / Flood Study Zone: \_\_\_\_\_  
 Airport Height Zoning: \_\_\_\_\_

**INVENTORY CHECKLIST**

**Greater Than Two (2) Acre Conservancy or Shoreland/Wetland Rezone Request**

**Property Description:**

Gov. Lot: \_\_\_\_\_ or \_\_\_\_\_ ¼, \_\_\_\_\_ ¼, Sec. \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E  
 Lot: \_\_\_\_\_; Block: \_\_\_\_\_; Addition: \_\_\_\_\_; Subdivision: \_\_\_\_\_  
 Town of: \_\_\_\_\_ Property Address (if any) \_\_\_\_\_  
 Lot / Parcel Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Acres / Sq. Ft.: \_\_\_\_\_

**Required Submittals:**

- ☐ ***A Soil Test performed by a licensed Soil Tester is required for any proposal involving human occupancy of the property. Soil Test must demonstrate that the site will support a Private Onsite Waste Treatment System. Holding tanks are prohibited for new construction.***
- ☐ Maps: Location, Parcel, Topography, Proposed Land Divisions, Soils, Floodplain, Critical Habitat Area. (See Adams County Natural Resources Manual for details and references.)
- ☐ Proposed activity (Residential, Commercial)
- ☐ Location of wetlands delineated on orthophoto map. (Delineation approved by Army Corp of Engineers (715)345-7911)
- ☐ Location of all surface waters on orthophoto map. (Lakes, streams, ponds, rivers, ditches, intermittent flows, springs etc.)
- ☐ Location of all man-made features onsite on orthophoto map. (Buildings, roads, driveways, parking lots, etc.)
- ☐ Narrative describing existing vegetation within proposed rezone area.  
 (Classify percent ground cover, species, density, invasive species present, and season of inventory)
- ☐ A map locating and a narrative describing existing Cultural Resources within proposed rezone area. (Information may be obtained by calling (608) 264-6500).
- ☐ A map locating and a narrative describing existing Historical Resources within proposed rezone area. (Information may be obtained by visiting [www.wisconsinhistory.org/hp/register](http://www.wisconsinhistory.org/hp/register))
- ☐ A map locating and a narrative describing existing Threatened/Endangered/Special Interest Species and Sites/critical habitat areas within proposed rezone area. (Information may be obtained by visiting [www.dnr.state.wi.us/org/land/er/nhi](http://www.dnr.state.wi.us/org/land/er/nhi))
- ☐ A narrative describing the elevation of groundwater within proposed rezone area. (Information may be obtained from Well Reports, Soil Logs, or Maps Available at Adams LWCD Office)
- ☐ Copy of all Deeds, other Recorded Documents describing the location of Easements, Utilities.
- ☐ If applicable, a narrative describing potential impacts to the area due to wastewater treatment system(s).  
 (The potential impacts must be determined by an environmental consultant meeting NR712 certifications)
- ☐ If applicable, a narrative and pictures describing current Storm-water/Erosion Control Concerns.

Applicant comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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OFFICE USE ONLY:

File #: \_\_\_\_\_

Date: \_\_\_\_\_

Computer #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

County Zoning District: \_\_\_\_\_

Shoreland Zoning District: \_\_\_\_\_

Critical Habitat Area: \_\_\_\_\_

FIRM / Flood Study Zone: \_\_\_\_\_

Airport Height Zoning: \_\_\_\_\_

INVENTORY CHECKLIST

Up To & Including Two (2) Acre Conservancy or Shoreland/Wetland Rezone Request

Property Description:

Gov. Lot: \_\_\_\_\_ or \_\_\_\_\_ ¼, \_\_\_\_\_ ¼, Sec. \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E  
Lot: \_\_\_\_\_; Block: \_\_\_\_\_; Addition: \_\_\_\_\_; Subdivision: \_\_\_\_\_  
Town of: \_\_\_\_\_ Property Address (if any) \_\_\_\_\_  
Lot / Parcel Size: Width: \_\_\_\_\_ Length: \_\_\_\_\_ Acres / Sq. Ft.: \_\_\_\_\_

Required Submittals:

- ☐ ***A Soil Test performed by a licensed Soil Tester is required for any proposal involving human occupancy of the property. Soil Test must demonstrate that the site will support a Private Onsite Waste Treatment System. Holding tanks are prohibited for new construction.***
- ☐ Map of parcel, proposed land divisions.
- ☐ Proposed activity (Residential, Commercial)
- ☐ Location of wetlands on orthophoto map.
- ☐ Location of all surface waters on orthophoto map (Lakes, streams, ponds, rivers, ditches, intermittent flows, springs etc.)
- ☐ Location of all man-made features onsite on orthophoto map (Buildings, roads, driveways, parking lots, etc.)
- ☐ Narrative describing existing vegetation within proposed rezone area (Classify percent ground cover, species, density, invasive species present, and season of inventory)
- ☐ Copy of all deeds and other documents describing the location of easements, utilities.
- ☐ If applicable, a narrative and pictures describing current storm-water & erosion control concerns.

Applicant comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Springville on December 27, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On January 9, 2009, Myrna Maron, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a portion of a parcel of land in the Town of Springville, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on February 4, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

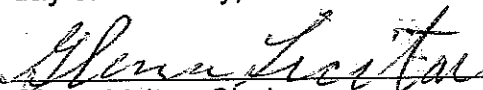
The County Board of Supervisors of the County of Adams does ordain as follows:

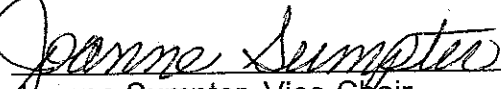
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District;

5.2 acres on property located in the NW ¼, NE ¼, Section 3, Township 15, North, Range 5 East, on Fawn Avenue, Town of Springville, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of February, 2009

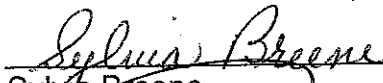
Recommended for enactment by the Adams County Planning and Development Committee on this 4th day of February, 2009.

  
Glenn Licitar, Chair

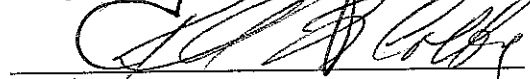
  
Joanne Sumpter, Vice-Chair

  
Michael Keckeisen

  
Joe Stuchlak

  
Sylvia Breene

  
Terry James, Secretary

  
Richard Colby

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of February 2009

Cindy Phillippi, County Clerk

Al Sebastiani, Board Chair



## PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE  
FRIENDSHIP, WI 53934  
PHONE: 608-339-4222  
[www.co.adams.wi.gov](http://www.co.adams.wi.gov)

ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
February 4, 2009 – Room A231 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

Myrna Maron – Rezoning Request of a portion of a parcel from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Comprehensive Zoning Ordinance to allow 5.2 acres to be split off from the 42.34 acres on property located in the NW ¼, NE ¼, Section 3, Township 15, North, Range 5 East, on Fawn Avenue, Town of Springville, Adams County, Wisconsin.

Appearing for with testimony: Jim Abbs, representing petitioner

No one appearing against.

Correspondence: Notification from the Town Board of Springville that they met on December 22, 2009 and have no objection to the zoning change. E-mail from Will Stites of the DNR with no comment. Letter from adjacent owner, Don Abfall that he feels the request for splitting the property to give to her daughter is great.

Disposition: Richard Colby made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Joe Stuchlak seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

Requested Rezone: Myrna Maron/Springville

Fawn Ave

1319'

490'  
A3  
25.2  
Acres

490' A1

Parcel  
032-0045

42.34 Acres

South



32-48

Fawn  
Ave

32-48

A1  
(15)

32-60-10

53

A1  
(15)

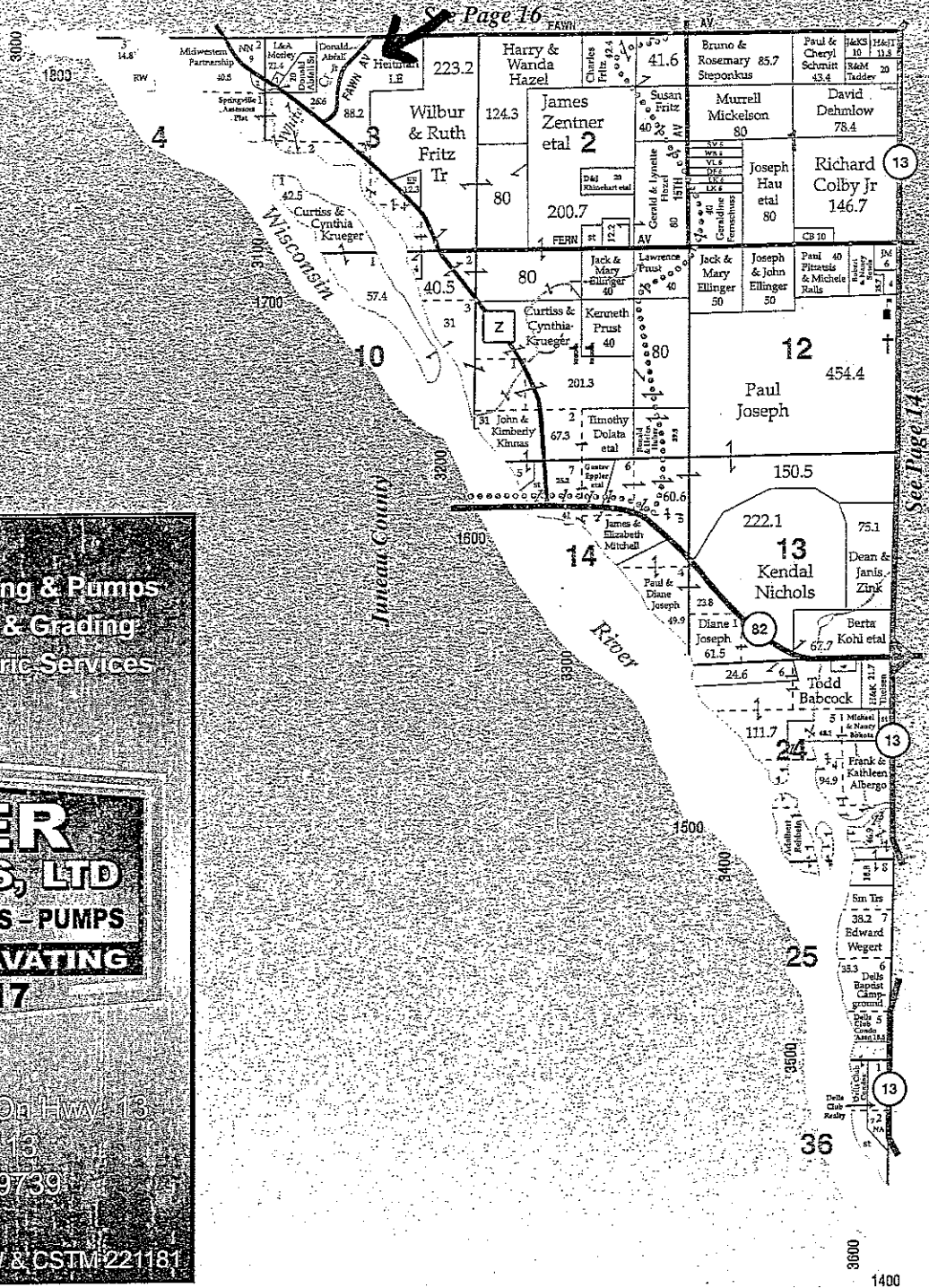
32-54

County  
Z

32-40

32-47

32-44



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**AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE**

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Richfield on the 19<sup>th</sup> day of October, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On December 31, 2008, Lois Jacobs, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Richfield, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on February 4, 2009, and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance to the Adams County Board of Supervisors; now, therefore,

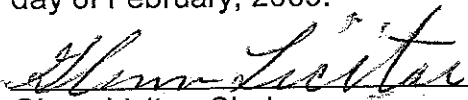
The County Board of Supervisors of the County of Adams does ordain as follows:

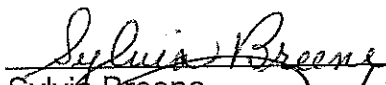
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.


Property (40 acres) located in the NW ¼, SE ¼, Section 25, Township 18 North, Range 7 East, on 1<sup>st</sup> Drive, Town of Richfield, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of February, 2009

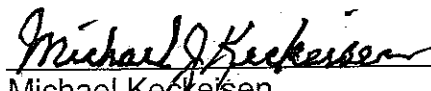
Recommended for enactment by the Adams County Planning and Development Committee on this 4th day of February, 2009.

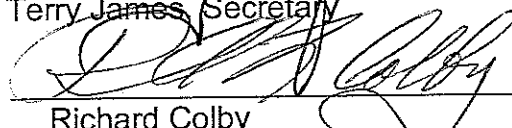
  
Glenn Licitar, Chair

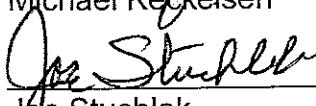
  
Sylvia Breene

  
Joanne Sumpter, Vice-Chair

  
Terry James, Secretary

  
Michael Keckeisen

  
Richard Colby

  
Joe Stuchlak

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of February, 2009



## PLANNING AND ZONING DEPARTMENT

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ADAMS CO PLANNING & DEVELOPMENT COMMITTEE  
February 4, 2009 – Room A231 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

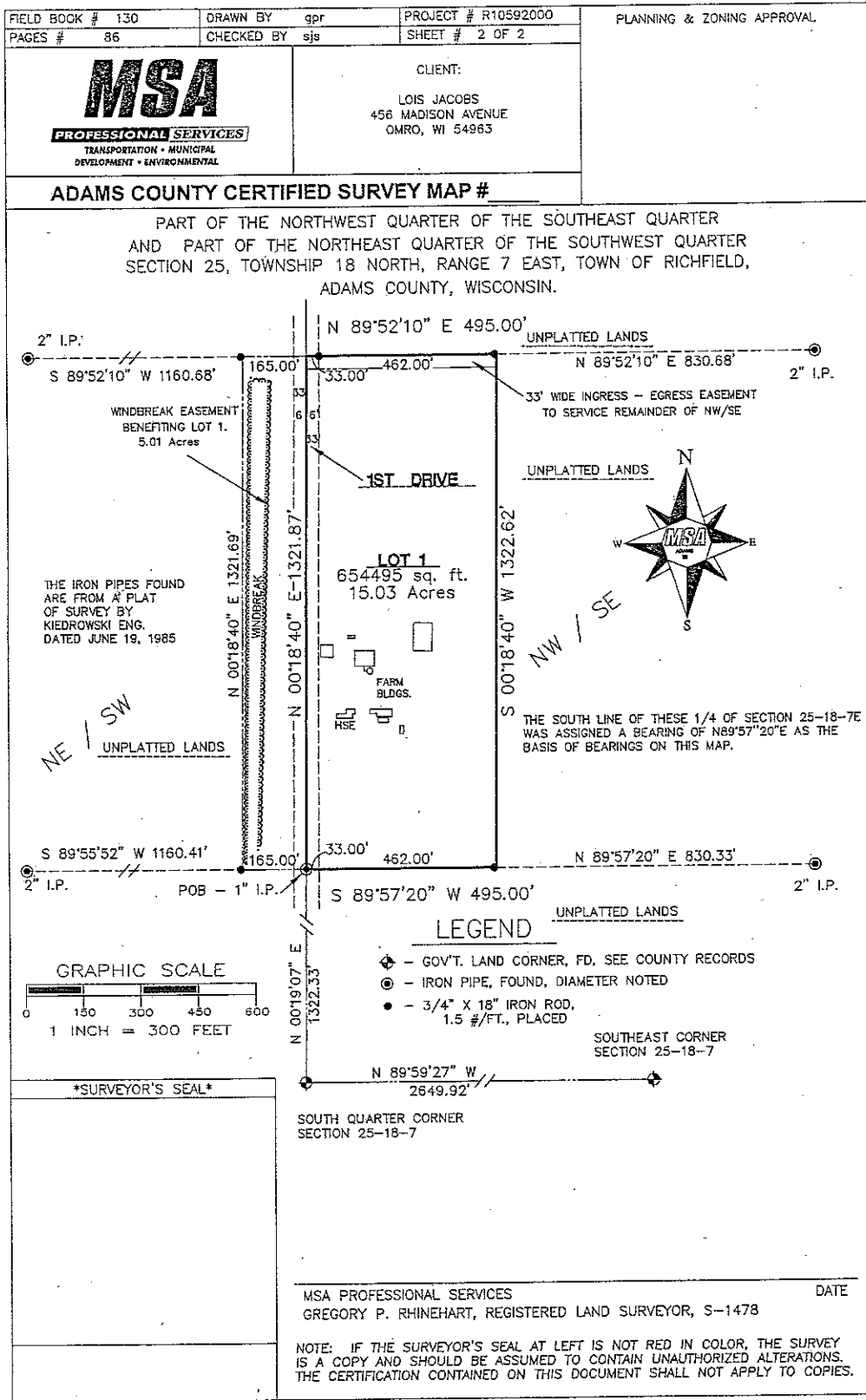
Lois J. Jacobs – Rezoning Request from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the property (40 acres) to be divided on property located in the NW ¼, SE ¼, Section 25, Township 18 North, Range 7 East, on 1<sup>st</sup> Drive, Town of Richfield, Adams County, Wisconsin.

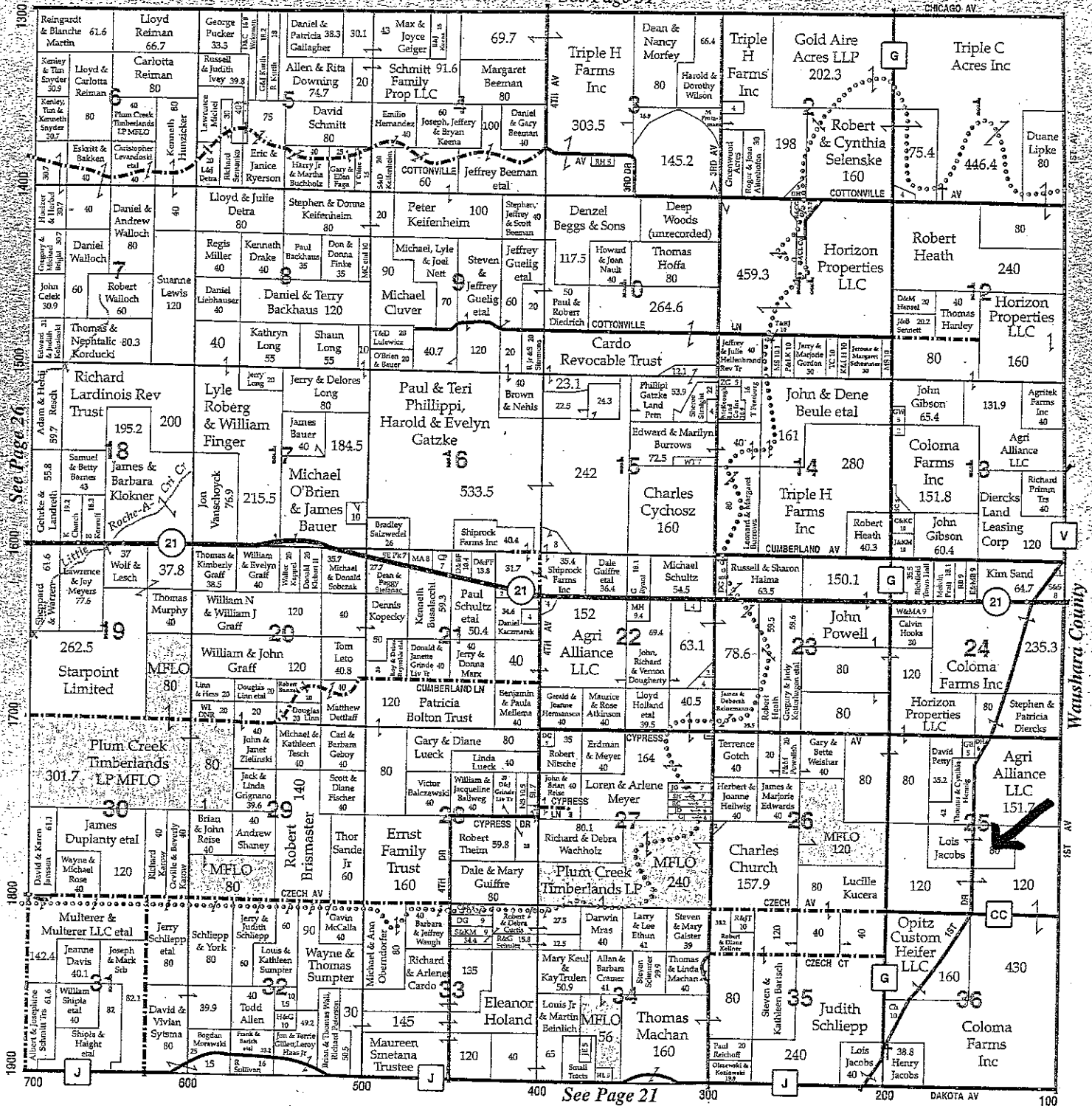
Appearing for with testimony: Greg Rhinehart representing Ms. Jacobs. June Hesler approving request.

No one appearing against.

Correspondence: Notification from the Springville Town Board that they met on January 26, 2009 and had no objections. Telephone call from adjacent owner, Thomas Hennig that he has no objections. Telephone call from Steve Dierks of Coloma Farms with no objections.

Disposition: Mike Keckeisen made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Richard Colby seconded the motion. Roll Call Vote: 6-Yes. 1-No (Sumpter) Motion carried.





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## AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on April 15, 2009 as the Adams County Shoreland Protection Ordinance, with an effective date of May 7, 2009, and

WHEREAS: On January 7, 2009, William McChesney, owner, petitioned the Adams County Board of Supervisors to amend the shoreland protection ordinance to rezone a portion of a parcel of land in the Town of New Chester, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Development Committee on February 4, 2009 and the Adams County Planning and Development Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning change to the Adams County Board of Supervisors; now, therefore,

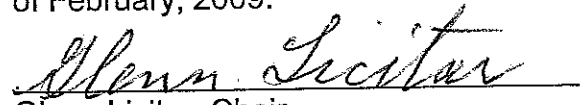
The County Board of Supervisors of the County of Adams does ordain as follows:

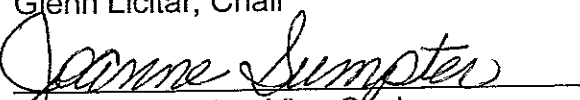
Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 11-2009, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Recreational/Residential District to a General Purpose District.

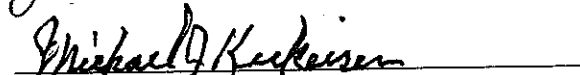
NW ¼, SW ¼ Section 10, Township, 16 North, Range 7 East, at 2552 County Road E, Town of New Chester, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the \_\_\_\_\_ day of February, 2009.

Recommended for denial by the Adams County Planning and Development Committee on this 4th day of February, 2009.

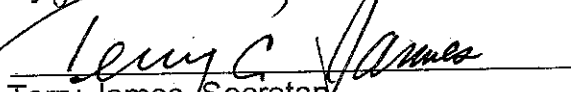
  
Glenn Licitar, Chair

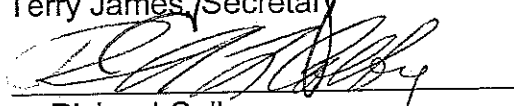
  
Joanne Sumpter, Vice-Chair

  
Michael Keckelsen

  
Joe Stuchlak

  
Sylvia Breene

  
Terry James, Secretary

  
Richard Colby

Enacted/Defeated by the Adams County Board on the \_\_\_\_\_ day of February, 2009.



## PLANNING AND ZONING DEPARTMENT

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PHONE: 608-339-4222  
www.co.adams.wi.gov

### ADAMS CO PLANNING & DEVELOPMENT COMMITTEE

February 4, 2009 – Room A231 -Courthouse  
Friendship, WI 53934 – 9:00 A.M.

William M. McChesney – Rezoning Request of a portion of a parcel from a Recreational/Residential District to a General Purpose District of the Adams County Shoreline Protection Ordinance to allow agricultural use on property located in the NW ¼, SW ¼ Section 10, Township, 16 North, Range 7 East, at 2552 County Road E, Town of New Chester, Adams County, Wisconsin. (Note: The 37.370 acre parcel is zoned A-2 Agricultural Transition District under the Adams County Comprehensive Zoning Ordinance and is currently used for agriculture)

Appearing for with testimony: Bill McChesney, owner. Adjacent owner and parents; Bill & Susan McChesney.

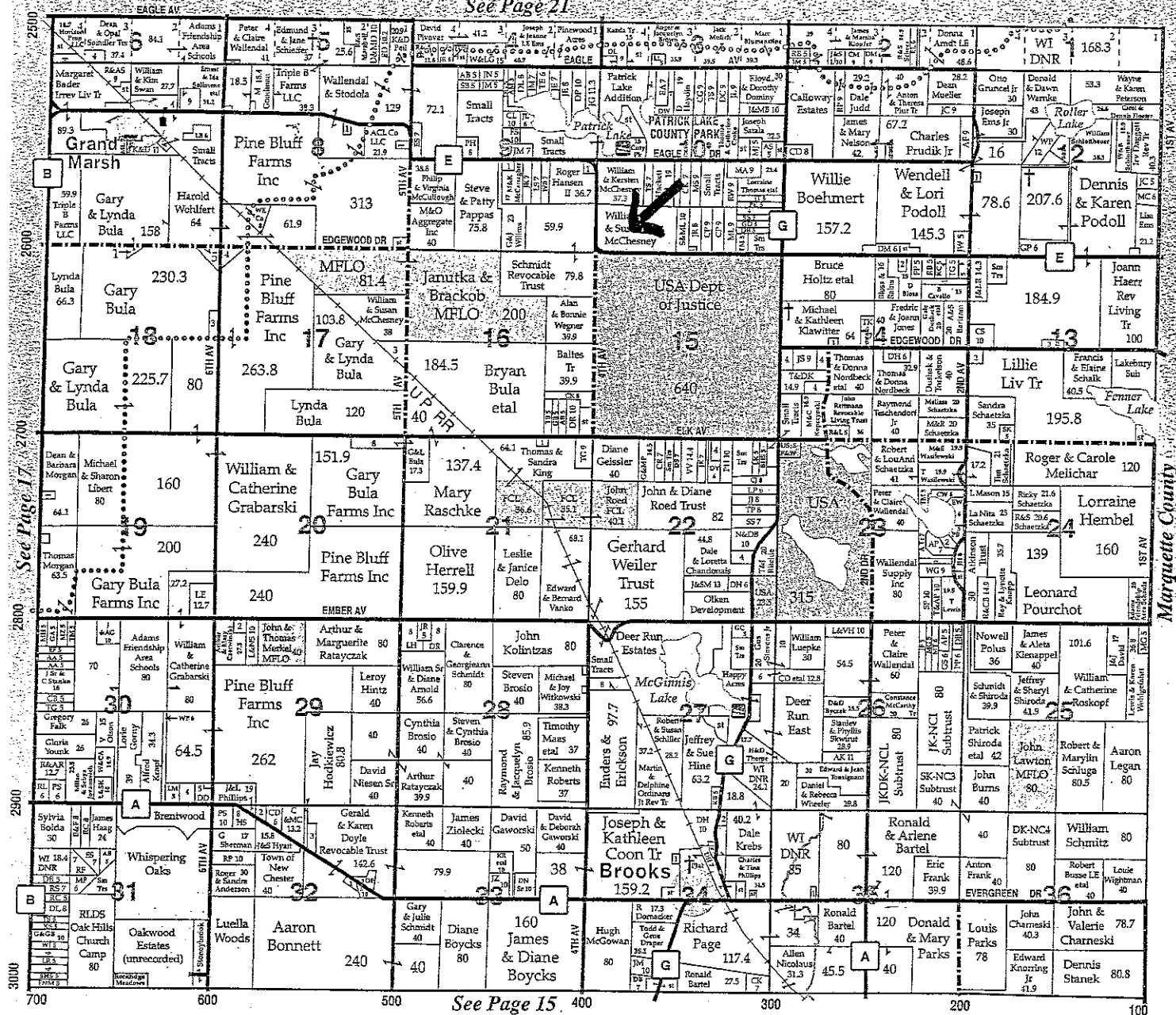
No one appearing against.

Correspondence: Notification from the Town Board of New Chester that they met on November 17, 2008 and have no objection to the zoning change, with an additional letter from Barb Morgan, Chair of the Town of New Chester that she considers that since this property has been used agriculturally since the 1800's, that it should be rezoned. E-mail from Will Stites of the DNR with no comment. E-mail from Ron Chamberlain with no concerns. Letter from adjacent owner/President of Patrick's Lake Property Owners Association with approval of the request.

Disposition: Joe Stuchlak made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Terry James seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

[illegible]





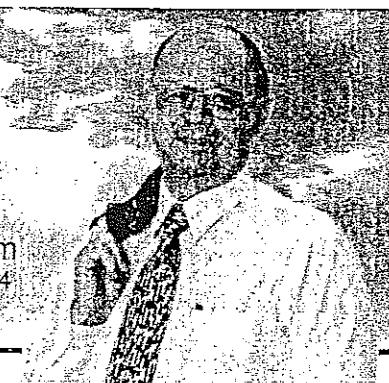
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# Don Knutson

Owner-Broker ABR/CRS/GRI





Ad Hoc General Administrative and Policies Committee Meeting Minutes  
January 27, 2009  
4:00 p.m.

Meeting was called to order by Chairman Stuchlak at 4:08 p.m. Present, Stuchlak, Ward, West. Excused England, Sumpter. Also present Phillippi, Petkovsek, Albert.

The meeting was properly noticed.

Motioned by Ward/West to approve the agenda. Motion carried by unanimous voice vote.

The committee discussed and reviewed Chapter One. The following changes were recommended:

Chapter One:

Section 1

~~1.02 In order to provide effective and efficient administration of County government, the Administrative Coordinator/Director of Finance may make exceptions to the Policies outlined herein provided, however, that the exception s placed in writing and is reported to the Personnel Director/Corporation Counsel and County Board Chairperson prior to said action. After said action, the Administrative Coordinator/Director of Finance shall notify all County Board Supervisors in writing of said exception in a timely manner.~~

Section 2

~~2.01 The Administrative Coordinator/Director of Finance and Personnel Director/Corporation Counsel shall update the Personnel & General Administrative Policies and present these updates at least by the January County Board meeting, to the County Board for approval. Upon adoption, a paper copy will be provided to each County employee.~~

**An Ad Hoc Committee shall be formed in October in even years to update the Personnel & General Administrative Policies, with suggestions from the Administrative Coordinator/Director of Finance and Corporation Counsel/ Personnel Director. The updated document shall be presented to the County Board no later than the April County Board Meeting in odd number years for approval.**

Section 3

3.02 The County Board is elected on a nonpartisan basis for a two (2) year term on even numbered years. The County operates with a system of Committees, Boards, and Commissions made up of County Board Supervisors and citizen members. A listing of all assignments can be found ~~in~~ **on** the County Website, and County Board Proceedings. Each Committee, Board or Commission shall be advisory and set policy for all programs and activities of the Departments that report to them, annually review the budget of the Department, and act on all Resolutions and Ordinances affecting any Department or Agency that reports to it.

3.03

A. Administrative & Finance: County Clerk, County Treasurer, ~~Library~~ **Administrative Coordinator/Director of Finance** and MIS.

~~1. — Library Board~~

B. Executive Committee: Corporation Counsel/Personnel Director, Administrative Coordinator/Director of Finance. (Maintenance, and Purchasing/Print Shop **GIS.**)

C. Health & Human Services Board: Health & Human Services and Veterans Services.  
~~Finance Subcommittee, Service Evaluation Subcommittee Human Resource- Aging Advisory~~  
~~Committee, Nutrition Advisory Committee Long Term Support Advisory Committee W2 Steering~~  
~~Committee- Mental Health, AODA & Crisis Advisory Committee Youth Services Advisory Committee~~  
Veterans Service Commission

**E. Property Committee: Airport and Fairboard.**

F. G. Public Works Committee: ~~Airport~~, Highway and Solid Waste.  
1. ~~Airport Commission~~  
2. 1. Traffic Safety Commission.

3.05 Elected Officials. There are seven Officials elected by the citizens of the County including the Clerk of Circuit Court, Coroner, County Clerk, County Treasurer, District Attorney, Register of Deeds, and Sheriff **elected for four (4) terms.** ~~The Clerk of Court, Coroner and Sheriff shall be elected for four (4) year terms beginning with the 2006 election. The County Clerk, District Attorney, Register of Deeds, and Treasurer and shall be elected for two (2) year terms with the 2006 election, in 2008 the term will be four (4) years, and shall be held concurrently with the presidential elections.~~

3.06 Administrative Coordinator/Director of Finance. The Administrative Coordinator/Director of Finance is appointed by the County Board pursuant §59.19, Wisconsin Stats. The Administrative Coordinator/Director of Finance is accountable to the County Board. The Administrative Coordinator **shall be responsible for coordinating all administrative and management** functions of the County, not otherwise vested by law in boards or commissions or other elected officials, and reports to the Executive Committee. ~~The County Board~~ **Executive Committee** is responsible for annual performance appraisals with input from all County Board Supervisors.

3.07 (2<sup>nd</sup> Paragraph) Unless the authority to approve the contract is granted directly to a Committee by State Statutes, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board. All cost-share contract allocating **grant** funding to Adams County residents for the purpose of installing conservation practices and then required to maintain the conservation practices beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation Counsel and approval by the appropriate Committee.

Section 5:

5.02 All County Board Supervisors, Elected Officials, and employees are responsible for reading this Policy, requesting further explanation of any provisions not understood, and ensuring that their own conduct is consistent with this Policy. All employee questions regarding the application or interpretation of the Personnel and General Administrative Policies shall first be discussed with the employee's Department Head. If unresolved, the question may be submitted, by the employee **Department Head**, to the Administrative Coordinator/Director of Finance **and the Personnel Director/Corporation Counsel.**

All forms will be attached to the back of the policy when approved.

Section 4.10 will be discussed and reviewed at the next meeting.

Albert will verify state status and provide verbiage that needs to be added. i.e.(as may be amended from time to time)

Albert will review Section 4 Code of Ethic and report back at the next meeting on simplified language.

Next agenda to include approve minutes of previous meeting.

Motioned by Ward/West to adjourn at 6:35 p.m. until 4:00 p.m. on February 10<sup>th</sup>. Motion carried by unanimous voice vote.

Respectfully submitted,

  
Cindy Philippi

Recording Secretary

These minutes have not been approved.

ADAMS COUNTY BOARD OF SUPERVISORS MEETING MINUTES

January 20, 2009

6:00 p.m.

The Adams County Board of Supervisors meeting was called to order by Chairperson Sebastiani at 6:02 p.m.

**Roll Call of Supervisors:** Dist. #01-Glenn Litar; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joe Stuchlak; Dist. #08-Frances Dehmlow; Dist. #09-Pat Townsend; Dist. #10-Joanne Sumpter; Dist. #11-Gary Hartley; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Bev Ward; Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Joyce Kirslenohr; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Cynthia Loken. Excused, Dist. #02-Diane England.

Motioned by Ward/Klingforth to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Babcock/Hartley to approve the December 16, 2008 County Board Minutes. Motion carried by unanimous voice vote.

Claims read by the County Clerk, and 6 supervisors were appointed to approve claims West, Loken, Ward, Stuchlak, Johnson, Kirslenohr during recess.

**Correspondence:** Letter dated January 4, 2009 from David C. Grabarski regarding new address assignment was submitted to the full County Board.

Chairman Sebastiani proposed deviating from the agenda to item number 13 Reports and Presentations and item number 15 Resolutions taking Resolutions number 03 through 10 and then returning to item number 11 Appointments.

**Reports and Presentations:** The Administrative Coordinator/Director of Finance gave a report and presented plaques. The plaques were given out for the following employees with 25 years of service with the county: Janis K Cada, Lawrence W Oleson, Jeri S Dudman, Edith A Felts-Podoll, Julie A Goodhue, Doris M Gullickson, Loren D Lecy, Kathleen M Challoner, Frederick W Nickel, Sandra K Wormet, Judith M Kaye, Linda S Gilman, Kathleen R Sapp, Dianna D Helmrick, and Kathleen R Dye.

**Resolutions:**

Motioned by Loken/Sumpter to adopt Resolutions 3 through 10:

**Res. #03:** To recognize Kathy Williams' retirement and honor her years of service to Adams County.

**Res. #04:** To recognize James Wehinger's retirement and honor his years of service to Adams County.

**Res. #05:** To recognize Nancy Schweigert's retirement and honor her years of service to Adams County.

**Res. #06:** To recognize Joann Reichhoff's retirement and honor her years of service to Adams County.

**Res. #07:** To recognize Diane Kopitzke's retirement and honor her years of service to Adams County.

**Res. #08:** To recognize Eric Furtkamp's retirement and honor his years of service to Adams County.

**Res. #09:** To recognize Nancy Churchill's retirement and honor her years of service to Adams County.

**Res. #10:** To recognize Marv Bennett's retirement and honor his years of service to Adams County.

Motion to adopt Resolutions 3 through 10 carried by roll call vote, 19 yes, 1 excused. Excused, England.

**Recess:** Motioned by Ward/Johnson to recess at 6:50 p.m. Motion carried by unanimous voice vote.

**Reconvene:** Chairman Sebastiani called the meeting back to order at 7:08 p.m. Roll call taken 19 present, 1 excused. Excused, England.

### **Reports and Presentations:**

Discussion took place on the nutrition program. There is an average of 20 participants per day at the Rome meal site. Food is prepared by the county, with alternating volunteers scheduled three weeks in advance to provide this service. Currently there are no complaints on the food or the program. The Monroe food site had 4 or less participants so management's decision was to wait until April for better weather and start the program again to see if participation would increase. Discussion of the nutrition program will be placed on the next month's agenda for further discussion when Carol Johnson, Aging Director can be present.

### **Appointments:** none

**Unfinished Business: Reconsideration of Den. #3:** Motioned by Sumpter/Ward to reconsider Denial #3 to rezone a portion of a parcel of land in the Town of Big Flats, owner Donald Regnier, the shoreland protection ordinance is not amended to reflect that the following property be changed from a Conservancy District to a Recreational/Residential District. SE ¼, SW ¼, Section 36, Township 19 North, Range 6 East, at 774 Chicago Avenue. Request by Supervisor Sumpter. According to Board Rule IV: N this is permissible. Motion to reconsidered Denial #3 failed by roll call vote, 12 no, 6 yes, 1 abstaining, 1 excused. Voting yes, Babcock, Johnson, Kirslenohr, Kotlowski, Loken, Sumpter. Abstaining, West. Excused, England.

### **Resolutions:**

**Res. #01:** Motioned by Klingforth/Kotlowski to adopt Res. #01 to authorize Highway Commissioner Ron Chamberlain to attend the Transportation Development Association Fly-in in Washington D.C. April 21 & 22, 2009. Motion to adopt Res. #01 carried by roll call vote, 18 yes, 1 no, 1 excused. Voting no, Sumpter. Excused, England.

**Res. #02:** Motioned by Johnson/Keckeisen to adopt Res. #02 to amend the Tower Site Lease with the Wisconsin State Patrol to allow for Adams County to utilize the State Patrol radio tower at the Seven Sisters site for Adams County radio needs. Motion to adopt Res. #02 carried by roll call vote, 19 yes, 1 excused. Excused, England.

**Res. #11:** Motioned by Licitar/Loken to adopt Res. #11 to approve a three (3) year Agreement from January 1, 2008, through December 31, 2010, with the Adams County Sheriff's Department Employee's Association, Local 414 of the Wisconsin Professional Police Association. Motioned to adopt Res. #11 carried by roll call vote, 17, 1 no, 1 abstaining, 1 excused. Voting no, Sumpter. Abstaining, Keckeisen. Excused, England.

**Res. #12:** Motioned by Stuchlak/Hartley to adopt Res. #12 to approve the Parks/Recreation Department attendance at out-of-state tourism/sport show. Show will take place at Tinley Park, IL, February 7 & 8, 2009. Motioned by Klingforth/Sumpter to amend Res. #12 now therefore be it resolved to include the wording "not including the sale of any State of Wisconsin Raffle Tickets" after the word "show" and before the word "in." Motion to amend carried by roll call vote 18 yes, 1 no, 1 excused. Voting no, Ward. Excused, England. Motioned by Klingforth/Dehmlow to amend fiscal note to add the language "not to exceed \$635.00." Motion to amend carried by roll call vote 17 yes, 2 no, 1 excused. Voting no, Ward, West. Excused, England. Motion to adopt amended Res. #12 carried by roll call vote, 14 yes, 5 no, 1 excused. Voting no, James, Johnson, Klingforth, Loken, Sumpter. Excused, England.

**Res. #13:** Motioned by Klingforth/Loken to adopt Res. #13 to approve Investigator Todd Laudert to travel to Washington D.C. from February 7, 2009 to February 12, 2009. Motion to adopt Res. #13 carried by roll call vote, 19 yes, 1 excused. Excused, England.

### **Ordinances:**

**Ord. #01:** Motioned by Keckeisen/Sumpter to enact Ord. #01 to rezone a portion of a parcel of land in the Town of New Haven, owned by Curtis Vanderbilt, property (8 acres) located in the NW ¼, NE ¼, Section 2, Township 14 North, Range 7 East, property is changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District.

Correction on typing error Ord. #01 should be 2009 not 2008.

Motion to enact Ord. #01 carried by roll call vote 19 yes, 1 excused. Excused, England.

**Ord. #02:** Motioned by Stuchlak/Klingforth to enact Ord. #02 to rezone a portion of two parcels of land (9 acres) in the Town of Easton, owned by Shirley Wiese & Jeanette Kurth, property located in the NE ¼, SW ¼, & NW ¼, SE ¼, Section 31, Township, 16 North, Range 6 East at 1329 Evergreen Drive, the two parcels (9 acres) be changed from an A1 & A1-15 Exclusive Agricultural District to an R-2 Rural Residential District. Motion to enact Ord. #02 carried by roll call vote, 19 yes, 1 excused. Excused England.

**Ord. #03:** Motioned by Hartley/Townsend to enact Ord. #03 the Adams County Tobacco Use Ordinance in County Buildings, Facilities and on County Property. Correction on Ord. #03 as such: Adams County Tobacco Use Ordinance in County Buildings, Facilities and ~~on County Property~~, Sec. 3.01, F) "American" should be "Americans", insert "pulmonary" after "obstructive" and before "disease", Sec. 4.02, insert "Use of tobacco products" in place of ~~Smoking~~. Motioned by Klingforth/Loken to call for the question. Motion to call the question carried by roll call vote, 17 yes, 1 no, 1 abstaining, 1 excused. Voting no, Johnson. Abstaining, Keckeisen. Excused, England. Motion to enact Ord. #03 with corrections carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Dehmlow, Keckeisen. Excused, England.

**Ord. #04:** Motioned by Kotlowski/Klingforth to enact Ord. #04 for protection and safety of public roadways from privately owned irrigation systems. Motion to enact Ord. #04 carried by roll call vote, 17 yes, 2 no, 1 excused. Voting no, Dehmlow, Licitar. Excused, England.

### **Denials:**

**Den. #01:** Motioned by James/Licitar to enact Den. #01 to rezone a parcel of land (39.572 acres) in the Town of Dell Prairie, owned by Thomas & Rose Marie Siriann, property located in the SW ¼, SW ¼, Section 11, Township 14 North, Range 6 East, Lot 3 of CSM 2045 on 9<sup>th</sup> Avenue, not be amended to reflect that the following described property be changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agriculture District (26 acres) and an R-3 Mobile Home Park Residential District (13.57 acres). Motion to enact Den. #01 carried by roll call vote, 19 yes, 1 excused. Excused, England.

### **Petitions:** none

Motioned by Johnson/Loken to approve claims. Motion carried by unanimous voice vote.

Motioned by Johson/Kotlowski to approve per diem and mileage. Motion carried by unanimous voice vote.

Motioned by Johnson/Keckeisen to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Set meeting date for February 17, 2009 at 6:00 p.m.

Motioned by Sumpter/James to adjourn at 8:33 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi

Adams County Clerk, These minutes have not been approved.

**Corporation Counsel/Personnel Office Long Range Planning Committee**

Friday, January 23, 2009

8:30 a.m.

Courthouse Conference Room A260

The meeting was called to order at 8:30 a.m. The meeting was properly announced. Roll call was taken: Supervisor Sebastiani, Supervisor Dehmlow, Supervisor Keckeisen, John Jones, John Stormoen and Marty Hillert were present. Supervisor Townsend was absent. Others present included: Jack Albert - Corporation Counsel/Personnel Director and Barb Petkovsek - Administrative Coordinator/Director of Finance.

**Motion** by Supervisor Dehmlow, second by John Stormoen to approve the agenda. Motion carried unanimously.

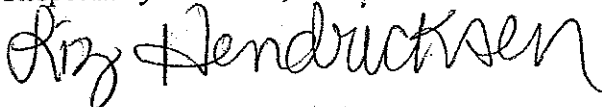
There was no public participation. There were no correspondences.

Discuss and/or act on recommending job description and resolution to Executive Committee for County Board approval. A draft job description for the Personnel Director was distributed by Corporation Counsel/Personnel Director Jack Albert. Discussion took place regarding the position. **Motion** by John Jones, second by John Stormoen to forward the job description for the Personnel Director to the Executive Committee. **Motion carried unanimously.** **Motion** by John Stormoen, second by Marty Hillert to proceed with the position in 2009. **Motion carried unanimously.**

No future meetings were set at this time.

**Motion** at 9:37 a.m. to adjourn by Marty Hillert, second by Supervisor Keckeisen. **Motion carried unanimously.**

Respectfully Submitted,



Liz Hendricksen  
Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**

**Executive Committee Minutes**  
Monday, January 12, 2009  
Conference Room A260 - 9:00 a.m.

Meeting called to order by Chairman Al Sebastiani at 9:00 a.m. Members present: Cindy Loken, Diane England, Dave Renner, Bev Ward and Al Sebastiani. Others present: Barb Petkovsek - Administrative Coordinator/Director of Finance, Jack Albert - Corporation Counsel/Personnel Director, Ron Chamberlain - Highway Commissioner, Deb Barnes - Child Support Administrator, Phil McLaughlin - Zoning Administrator, Fred Nickel - Parks & Recreation Director, Cindy Phillippi - County Clerk, and Jane Gervais - Paralegal/Personnel Assistant.

**Motion by Loken/England** to approve the December 1 & 8, 2008, Executive Committee minutes. **Motion carried.**

No public participation or correspondence.

Discuss and/or act on Resolution honoring retirees. Discussion was held. Resolution will be forwarded to County Board this month.

Discuss and/or act on Resolution to approve 2008-2010 Collective Bargaining Agreement with Sheriff's Department Employees' Association, Local 414, Wis. Professional Police Association. **Motion by Loken/England** to approve the Resolution for the 2008-2010 Collective Bargaining Agreement with the Sheriff's Department Employees' Association, Local 414, and forward it on to the January County Board meeting. Discussion was held. **Motion carried.**

Discuss non-represented 2009 increase. Discussion was held regarding the 2009 increase of 5.8% and the Carlson Dettmann wage scale. Supervisor Ward discussed her concerns. Department Heads and the Administrative Coordinator expressed their concerns. The Personnel Director presented current wage statistics gathered from the counties used by Carlson Dettmann when the non-represented wage scale was approved. A letter from Reesa Evans, Lakes Specialist, was read by Diane England regarding the 2009 increase and resolution in effect to coincide with the Social Security (COLA) index.

Discuss stringent evaluation of vacant positions. Supervisor Ward would like to see that positions are looked at more closely, especially when vacant positions occur. Discussion was held. Administrative Coordinator Barb Petkovsek is looking to develop a more detailed Personnel Recruitment form when requests to fill vacancies occur. Discussion was held.

**Motion by Renner/Ward** to convene in closed session per §19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Update on negotiations. Advise Committee on employee investigation. **Motion carried** unanimously by roll call voice vote.



**ADAMS COUNTY HUMANE SOCIETY**  
**Minutes of the Board Meeting**  
**JANUARY 6, 2009**

President Brenda Schwertsig called the regular meeting of the ACHS Board of Directors to order at 4:26 pm on January 6, 2009. The meeting was held at ACEC.

Those in attendance: Schwertsig, Kulke, Mohns, Moen and Myers.

Guest: Mary Anne Keul.

**Approval of Minutes:** The minutes of 12/11/08 were approved by motion from Mohns, seconded by Kulke.

**Treasurer's Report:**

Linda reviewed the expenses as listed in the December Treasurer's Report. The high vet bills continue to be a concern and prompted a discussion on possible ways to cut back. One suggestion was made to ask for a discount on the rabies vaccination costs after reaching a certain level of shots. This will be discussed with Dr. Hines when appropriate. Linda mentioned that she would apply to the ACEC Roundup Program to help with certain purchases that the shelter needs.

**Manager's Report:**

The Manager's Report was reviewed. The total intake of animals for 2008 was 220 animals over the 2007 total. Of special note was the large increase of cats during 2008, 185 more than 2007. Also made available was a table that listed the 2008 number of animals received from townships within Adams County. Christina reported an increase in donations in December. Repainting in the bathroom and old cat room as well as the cat playroom is going well. More upgrades to the website have been made, including adding the adoption application page, which now can be completed and faxed directly to the shelter.

**Old Business:**

By-Laws vote: Tabled until February 12, 2009 meeting.

Phone system: Brenda will meet with Red Cedar Communications to determine what phone system will be effective at the shelter.

Security Light/Pole: At a later date we may choose to move the security light/pole, but there will be a cost, so for the time being no action will be taken.

Shelter credit card scanner: The credit card scanner is working fine and will be an asset in accepting credit cards and record keeping.

Judiciary Committee Meetings: The ACHS needs to be on the Judiciary Committee Meeting agenda and Mary Anne offered to contact Florence Johnson to communicate this


**Motion by Ward/Renner** to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** unanimously by roll call voice vote.

**Motion by Ward/Loken** to approve voucher reports for Administrative Coordinator/Director of Finance, Maintenance, GIS and Corporation Counsel/Personnel Departments. **Motion carried.**

Next meeting date is scheduled for Monday, February 9, 2009, at 9:00 a.m.

**Motion by Ward/Renner** to adjourn at 12:10p.m. **Motion carried.**

Respectfully submitted,

A handwritten signature in cursive script, reading "Jane M. Gervais".

Jane M. Gervais  
Recording Secretary  
Paralegal/Personnel Assistant

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**

to her. Chris will communicate with Chief July to relay our need to get information on the agenda.

Shelter Addition: Larry handed out the updated list of construction costs for the new addition and it was noted that the actual cost of \$55,081 was very close to the estimated cost of \$54,127, partly due to several donations of equipment and supplies. A few items still need to be ordered and their selection will be coordinated with the shelter manager.

**New Business:**

Newsletter: It is anticipated that 100-150 copies of the newsletter will be mailed out. Items for the newsletter might include a statement from the President, the yearly animal numbers, membership cards, story about the new addition and pictures, the shelter wish list, upcoming events, successful adoption tales, and memorials. Additional details will be worked out at the special meeting to be held January 22 at 4:15 at the ACEC.

Fur Ball: The Fur Ball will be held on Sunday, February 22 from 1 -- 4 pm. Those to be invited include all ACHS members, including honorary members, members of the Chamber of Commerce and businesses who participated in the work of the new addition. Ideas for the event include serving refreshments, a dedication of the new cat room, memorial plaque, posted signs listing those businesses who worked on the addition as well as our list of needed items for the shelter.

"Fresh Ideas" Committee: This new committee will be meeting on the 4th Thursday of every month. The Committee consists of BOD members who can attend and no voting on issues will be allowed. The committee will focus on fund raising, newsletters, and community relations.

Amber and Change to Employee Handbook about Confidentiality: Changes in the Employee Handbook under "Confidentiality Pledge" to be made to include new wording about the obligation of former employees not to defame co-workers, ACHS or the Board of Directors for a two year period. Larry offered to consult with a lawyer to have a letter sent to Amber warning her of the possible consequences of her remarks. Also it was suggested that Nancy, owner of Sophisticuts, the establishment where her remarks were made, be invited to the Fur Ball.

**Motion made to adjourn at 7:05 pm. Motion carried.**

## Land Information

Minutes for October 23, 2008-2:30 PM  
Courthouse Conference Room A260

Chairman Al Sebastiani called the meeting to order. The meeting was properly announced

Roll Call: Al Sebastiani, Phil McLaughlin, Mary Ann Bays, Jodi Helgeson, Barb Petkovsek, Sue Theisen, Bud Berends, Dawn McGhee, Cindy Phillippi, Greg Rhinehart and Jane Grabarski. Guests were Keith W, Eva Sobocha-both of ACEC, John Hintz-DNR, Todd Thies-Ayres and Andy Faust- NCRPC

**Motion** by Jane second by Bud, to approve the agenda. Motion carried unanimously.

**Motion** by Mary Ann, seconded by Sue to approve minutes. Motion carried unanimously

Ayres Associates and North Central Regional Planning presented information regarding the 2010 Aerial Photography project. They provided data regarding the type of product that is typical of the project, how many counties are participating, add on products that can be ordered. It was noted that Adams County has had a large amount of growth since the 2005 flight. Example: Northern Bay buildings were not on the 2005 flight and neither were Lakes Edge. Using newer technology, the project, even at the same level as last flown will be better. County would like to have enough project partners to improve the resolution level. Lidar benefits were discussed for future. Rome has expressed interest in Lidar product. With infrared, timber companies may be interested. Andy provided link to web page regarding consortium. He also provided the county with a sample letter of intent. Jodi will work with corporation counsel to draft a letter of intent for committee to review in December.

Map pricing: In order to be consistent on custom map orders, Bud presented data on how he prices custom base maps. Motion to approve by Phil, seconded by Jane. Motion carried.

Roundtable: Bud and Phil gave update on permit software. GCS was here this week and gave a demo. They offer customization and an extract tool. Bud would like to check out extract tool before going further. Cost of software is \$8000 with \$1890 annual maintenance.

Bud gave update on Spillman project. He has run the test on his computer and found little problem. He is working with Cheryl to remedy those issues and feels that it will be ready to run live soon. Still has not been determined who will perform updates.

Nothing to add regarding Solid Waste project. He has reviewed program and did some field work to locate some specific addresses to dumpster locations.

Jodi provided information from WLIA regional meeting – Return on Investment- indicating how to measure the benefit of GIS in various ways. Bud has worksheets from workshop on his computer.

Next meeting tentatively set for December 18 at 2:30 PM

Motion by Phil, seconded by Jodi to adjourn

Meeting was adjourned at 4:00 PM

## Land Information

Minutes for January 22-2009 - 2:30 PM  
Courthouse Conference Room A160

Chairman Al Sebastiani called the meeting to order. The meeting was properly announced

Roll Call: Al Sebastiani, Phil McLaughlin, Mary Ann Bays, Jodi Helgeson, Barb Petkovsek, Sue Theisen, Bud Berends, Dawn McGhee, Rich Huck, Ron Chamberlain, Cindy Phillippi, Dave July, Darrell Renner and Jane Grabarski.

**Motion** by Rich second by Cindy, to approve the agenda. Motion carried unanimously.

**Motion** by Jane, seconded by Rich to approve minutes. Motion carried unanimously

Motion by Ron, seconded by Bud to approve the Letter of Intent from Adams County to Ayres Associates regarding the 2010 flight. Motion carried. Jodi will check with Ayres regarding what FEMA will accept, DEM or LiDAR to change flood maps.

Jodi updated committee on stimulus package and what it could mean to Adams County in relationship to GIS. Jodi is working with WLIA to try to get imagery included as a part of the stimulus package both on the national level and on the state level. She will keep committee updated.

Bud and Patrick rewrote RFP with aspects including Land and Water Conservation permits. This still needs to go out to public. It was suggested that the RFP should not go out until GIS position is filled and new GIS person has a chance to have input. It was recommendation that the RFP also included long range land records plans including Register of Deeds program, Treasurer and Assessment program and other similar applications.

Jodi and Bud gave update on subscription site. They recommend identifying a group of core users to test the site for 6 months. Have them provide feedback back to Jodi. Jodi will bring back to committee after that time and committee will make recommendation to move forward with paid site.

Bud has submitted his resignation due to taking another position in the private sector and this is his last day. He thanked the committee for all of their assistance and really liked his time spent in Adams County. He gave several recommendations to the committee regarding various projects and indicated how important it will be for Adams County to incorporate more technical skills in various departments. Committee recommends that the county refill the position but review whether the position title should be changed to GIS Specialist and possibly Assistant Land Information Officer and to contract with MSA to keep us going at the current level in the interim. Patrick has also submitted his resignation and last day will be Friday.

Roundtable: Bud gave update on Spillman product. Data is now live and while there are some glitches, things are moving forward to make things work. Sheriff Renner and Chief Deputy July indicated how important it will be to keep up the addressing, importing of this data into Spillman and the verification of the Verizon data. Jodi gave update on surveyor's project. Jodi and Bud have developed the database design and input form. Rich will be developing search mechanism after some data has been entered. If the committee anticipates having the surveyor do various projects, it needs to be identified and given to the surveyor to include in the surveyors budget.

Next meeting tentatively set for March 26 at 2:30 PM  
Motion by Rich, seconded by Cindy to adjourn  
Meeting was adjourned at 3:30 PM

Respectfully submitted,  
Jodi Helgeson-Acting Secretary

**Adams County Local Emergency Planning Committee**  
August 18, 2008

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Monday August 18, 2008 in Room A260, Adams County Courthouse. Chair Dean Morgan called the meeting to order at 9:30 AM. The meeting was properly announced.

Roll call of members showed present: Dean Morgan, Chair and county board representative; Florence Johnson, county board representative; Darrell Renner, Sheriff; Jane Grabarski, Emergency Management; John Frantz, Rome Fire Department; Jodi Stormoen, WI DNR; Linda McFarlin, Public Health; Jane Bader, Times-Reporter Printing Company; Ron Chamberlain, Highway; and Todd Hanson, City of Adams Police. Excuse/absent were: Scott Firlus, Wisconsin River Cooperative; Heidi Roekle, WDKM Radio; David Howard, Moundview Memorial Hospital; and David July, Chief Deputy.

**Motion** to approve the agenda as printed by Chamberlain/Frantz. All in favor, approved.

Public Input: Michelle Hartness, 2-1-1 Coordinator explained the program and benefits to Adams County residents as a community information referral program. It is available 24-hours a day, 7-days a week by dialing 2-1-1. She provided reports of assistance during the recent flooding.

**Motion** to approve the minutes of the February 18, 2008 meeting as printed by McFarlin/Chamberlain. All in favor, approved.

**Election of Officers:** Motion by Chamberlain/Renner to elect Dean Morgan, chair; Florence Johnson, vice chair; and Jane Grabarski as Secretary and Coordinator of Information. All in favor, approved.

**Countywide Level B Hazmat Chief & Team status:**

Grabarski shared that initial contact has been made with Juneau County to provide contract service for Level B Hazmat coverage for Adams County. A contract has not yet been returned by Juneau County as of this date. Adams County Fire District previously provided limited coverage within the county for their six contracted municipalities but has disbanded due to costs of maintaining team training and equipment. Discussion will also be held in the near future with a resident of Town of Rome who has many years of experience on a Hazmat team and in training for Hazmat.

**2008 Emergency Planning & Community Right to Know Grant (EPCRA) status:**

Grabarski reported that \$5798.00 EPCRA grant was granted for 2008. These monies are based on the number of hazardous chemical sites within the county and used to defray a portion of salary and office expenses related to planning with/for these sites.

**2008 Emergency Planning & Community Right to Know Computer Grant (EPCRA) status:**

The EPCRA computer grant of \$6000.00 in reimbursement has been requested and is awaiting approval from Wisconsin Emergency Management at this time.

LEPC Meeting  
August 18, 2008  
Page Two

**2008 Hazardous Materials Emergency Planning (HMEP) Outreach Grant, project discussion:**

The evacuation label protocol system order has been distributed. This evacuation protocol will be used through the entire west-central fire protection region. Reimbursement in the amount of \$4302 has been received.

**EPCRA Offsite Plans update, approval to forward to state:**

The process and protocol for updating the off-site plans for planning facilities was reviewed. The off-site plan annual update for Wilbur-Ellis facility has been completed. Chair Morgan signed and it will be forwarded to the state for their approval. Grande Custom Ingredients is in process awaiting the signature of the plant manager. It is due to be filed by September 30, 2008.

**Next meeting date:** The next meeting date will be Monday February 9, 2009 at 9:30 AM.

Town of Rome Fire Chief John Frantz thanked Emergency Management for filing the paperwork that gained them reimbursement in the amount of \$7568.29 for their department's response to a tanker spill in the Town of Rome.

**Motion to adjourn Frantz/Chamberlain.** All in favor, approved. Meeting adjourned at 10:05 AM.

Respectfully Submitted,

  
Jane Grabarski, Secretary



**Adams County Local Emergency Planning Committee**  
February 9, 2009

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held Monday February 9, 2009 in Room A231, Adams County Courthouse. Vice Chair Florence Johnson called the meeting to order at 9:30 AM. The meeting was properly announced.

Roll call of members showed present: Florence Johnson, vice chair and county board representative; Darrell Renner, Sheriff; Jane Grabarski, Emergency Management; Todd Hanson, City of Adams Police; Scott Firlus, Wisconsin River Cooperative; John Schwingel (for Jodi Stormoen) WI DNR; Heidi Roekle, WDKM Radio; and David July, Chief Deputy. Excused/absent were: Dean Morgan, Chair and county board representative; Linda McFarlin, Public Health; Ron Chamberlain, Highway; John Frantz, Rome Fire Department; Jane Bader, Times-Reporter Printing Company; and David Howard, Moundview Memorial Hospital. Also present was Pam Oxman, American Red Cross district office director.

**Motion:** to approve the minutes of the August 18, 2008 meeting as printed by Hanson/Renner. All in favor, approved.

**Countywide Level B Hazmat Team status:**

Discussion was held that negotiations with Juneau County to provide contracted service with their existing Level B Hazardous Materials team continue at a slow pace. The proposed annual contract cost to Adams County will be \$8000 with funds coming from existing hazmat carryover account, not the general or contingency funds.

**Motion:** to approve a letter from the Adams County LEPC designating Juneau County as the Level B Hazardous Material team contracted for service for all of Adams County by Renner/Firlus. All in favor, approved. This letter is a requirement of the Adams County Strategic Plan.

A resolution designating Juneau County as the contracted Level B Hazardous Material team was discussed. Juneau County will be contacted to see if they have developed a resolution that can be brought before our Public Safety & Judiciary committee and the Adams County Board for their approvals. This resolution is also a requirement of the Adams County Strategic Plan.

The Level A Hazmat team covering Adams County is based in Oshkosh/Appleton area with a minimum response time of 2 – 2 ½ hours. This team can only be dispatched by the State of Wisconsin when specific spill or release conditions are met. Adams County has been fortunate to this point not incurring a serious hazardous materials spill or release affecting our population or our resources.

Incident: Adams County had a hazardous materials tanker hauling ethanol overturn on State Road 21 on February 1, 2009 that required 9 hours of mutual aid from the Marquette County Hazardous Materials team. The cost of this response will be billed to the trucking company. If there was not a responsible spiller, the costs would be borne by State of Wisconsin funds.

**2008 Emergency Planning & Community Right to Know Computer & Equipment Grant (EPCRA) status:**

The EPCRA computer grant application in the amount of \$10,000.00 was due February 4, 2009. A request for an extension has been applied for and approved pending the Hazmat contract finalization. Juneau County Hazmat will be determining the needed equipment and computers for this grant money.

LEPC Meeting  
February 9, 2009  
Page Two

**Local Emergency Planning Committee (LEPC) Bylaws, review of:**

**Motion:** to approve the current LEPC Bylaws with the date of February 2008 by Firlus/Renner. All in favor, approved.

**LEPC Members, review & recommendation for appointment:**

**Motion:** the LEPC recommends the Public Safety & Judiciary Committee forward to the County Board the following for appointment to the LEPC by Firlus/Roekle: Scott Switzer, Moundview Memorial Hospital and Clinics (replacing David Howard); Marcia Kaye, Times-Reporter Printing (replacing Jane Bader); addition of Pam Oxman, American Red Cross. All in favor, approved. Grabarski to verify the Switzer and Kaye appointments with their employers.

**Policy & Procedure for Review of Hazmat Reimbursement Claims, review of:**

**Motion:** to table this review item until the Juneau County Hazmat contract is finalized as they may have their own policy and procedure to the next meeting of this committee by Firlus/Hanson. All in favor, approved. Our current policy and procedure will remain in effect until a contract is signed.

**Local Emergency Planning Committee (LEPC) Compliance Inspector, designation:**

**Motion:** to designate the State of Wisconsin as the Compliance Inspector for Adams County LEPC by Roekle/Firlus. All in favor, approved.

**Adams Countywide Strategic Plan, update of:**

Grabarski discussed the proposed changes needed to update the Adams Countywide Strategic Plan that develops policies and procedures for responding to hazardous materials incidents and/or incidents. Tier II reports for 2008 from facilities with extremely hazardous chemicals or other hazardous materials are due by March 1 and will be incorporated into our plan when received in the office.

Currently there are three EPCRA Offsite Plans out to the facilities for updates. The remaining three are due for updates prior to September 30, 2009 to meet state guidelines.

**Public Input:**

There was no public input. Grabarski did share the exercise program the county has been involved in since the start of 2008. There have been six exercises with four of them being four-county exercises with counties of Adams, Juneau, Columbia and Sauk. Two upcoming EPCRA exercises are planned for May and June with the Quincy and New Chester Fire Departments.

Next meeting date of this committee will be Monday August 10, 2008 at 9:30 AM.

**Motion** to adjourn Hanson/Firlus. All in favor, approved. Meeting adjourned at 10:05 AM.

Respectfully Submitted,

Jane Grabarski, Secretary

*These minutes have not been approved by the committee.*

**Adams County Library  
Board Minutes  
1/26/09**

The meeting was called to order by President Nelson at 1:05 p.m. Present were Kreten, Albrecht, Renner, Townsend, Nelson, Challoner, Heideman and Director Calef.

President Nelson verified that the meeting was properly announced.

**Motion** to approve the agenda was made by Townsend, 2<sup>nd</sup> by Renner and carried unanimously.

Public input was invited. No members of the public were in attendance.

**Motion** to approve the minutes of the November meeting was made by Townsend, 2<sup>nd</sup> by Kreten and carried unanimously.

The monthly bill statement was reviewed.

**Motion** to approve the Financial Report after discussion of outstanding bills was made by Challoner, 2<sup>nd</sup> by Heideman and carried unanimously.

**Communications & Reports:**

None

**South Central Library System report:**

Townsend reported library use is up in Wisconsin and nationally.

**Director's Report:**

- a. Circulation for December was 8256 compared to 5907 in 2007. Totals for the year were 96,725 compared to 88,733 in 2007 – a 9% increase. Our total in 2008 was the highest ever! Previous high was 93,235 in 2006.
- b. Neither PLAC nor LINK met in January. PLAC will meet Feb. 5<sup>th</sup> & LINK Feb. 12<sup>th</sup>.
- c. Diane Pfister, who had been working as an LTE, was officially hired Dec. 22<sup>nd</sup> to replace Sandy Wellumson. Sandy is on the on-call list, so she provides excellent back-up for emergencies. Stephanie is back from her surgery.
- d. We have three grant applications in the works. The first is sponsored by the International City/County Management Foundation & the Gates Foundation (Information was disseminated). Cindy Phillippi (County Clerk) discovered the grant over the Christmas holidays while Calef was away. Jane Grabarski (Emergency Management) became involved, and she wrote the grant on very short notice. Many thanks to Jane! The library would receive funds to do computer training for seniors as well as for purchasing some computer equipment. Emergency Management would receive funds to register special needs people for emergency situations.

The 2<sup>nd</sup> grant is for a small collection of books from ALA & the National Humanities Foundation.

The 3<sup>rd</sup> grant is from the good folks at the Mead Witter Foundation (who funded our new digital microfilm machine several years ago). This time we asked for money for books to improve our aging adult & juvenile non-fiction collections.

- e. Work has begun on the dreaded annual report for the state.
- f. The county has undertaken a space needs survey to plan for the future and, possibly, better utilize existing space.
- g. The John Downing memorial cabinet is in place. What a BEAUTIFUL piece of furniture! Dave Renner created this work of art.
- h. No progress on the scrapbook
- i. No progress on the Friends of the Library poster

**Election of Officers:**

**Motion** to elect Jeanne Heideman as Vice President and Barb Albrecht as secretary was made by Townsend, 2<sup>nd</sup> by Kreten and carried unanimously.

**Chocolate Affair:**

The Chocolate Affair put on by the Friends of the Library will be Feb. 7<sup>th</sup> from 10:00 a.m. – 2:00 p.m. Raffle tickets are on sale at the library and will be sold at the Affair.

**Identify possible upcoming items for future meetings:**

- A. Review By-Laws
- B. Audit Committee report
- C. Information on the plaque for the John Downing memorial cabinet
- D. Chocolate Affair Report

Adjourned at 1:30 p.m.

The next meeting will be held **Monday, February 23<sup>rd</sup> at 1:00 p.m.** at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary

JANUARY 2009 CASH INCOME REPORT

DATE	FINES	BK SALE	LIB CARDS	PASSTHRUS (NON-INCOME)	FEES (fax, postage etc)	LOST/DMG	DONATIONS (or GRANT)	COPIES	TOTAL
1	0.00							0.00	0.00
2	28.00	2.50			5.00			4.20	39.70
3	1.30		2.00				0.20	4.65	8.15
4	0.00							0.00	0.00
5	36.70	0.50	2.00			11.00	0.05	12.95	63.20
6	14.30				2.25			16.95	33.50
7	10.90	1.00	4.00		16.50			10.65	43.05
8	24.44				9.00	17.00	1.50	15.75	67.69
9	2.60	2.50	2.00		0.25			17.15	24.50
10	26.90	3.50			2.00			9.00	41.40
11	0.00							0.00	0.00
12	12.40	0.50			3.00	5.00	2.67	9.00	32.57
13	8.60		4.00		7.00		0.10	2.85	22.55
14	28.10	7.50	6.00		8.00		0.15	26.70	76.45
15	11.70		4.50	-40.00		2.00	0.10	8.85	-12.85
16	17.40		2.00		2.00	10.00	0.10	3.95	35.45
17	11.30	0.50	2.00					4.10	17.90
18	0.00							0.00	0.00
19	35.30	1.00	2.00		2.00		0.40	14.05	54.75
20	17.60	9.00	4.00		12.00		0.16	3.00	45.76
21	0.10	0.50			10.00		0.05	9.15	19.80
22	7.85	4.50						0.60	12.95
23	13.00	1.00	2.00					15.30	31.30
24	5.10	4.50					0.30	11.10	21.00
25	0.00							0.00	0.00
26	19.30				3.25		5.55	16.10	44.20
27	5.20	25.00	2.00					8.70	40.90
28	6.20	1.25			10.50		0.80	8.90	27.65
29	34.30	10.50					0.10	10.85	55.75
30	21.15	109.13	2.00	-40.00		30.00	0.30	10.40	132.98
31	37.60	2.00			0.25	15.00	0.45	14.05	69.35
TOTAL	437.34	186.88	40.50	-80.00	93.00	90.00	12.98	268.95	1049.65

## JANUARY 2009 CASH INCOME REPORT

[illegible]

## JANUARY 2009 DIRECTOR'S REPORT

<i>ITEM</i>	<i>CHECKING</i>	<i>SAVINGS</i>	<i>DONATION</i>	<i>CURR MO</i>
BALANCE FORWARD DECEMBER	876.14	24183.70	867.27	
DECEMBER INCOME (deposited in Jan)				
CHECKING ACCOUNT DEPOSIT	200.00			
Transferred from savings				
SAVINGS ACCOUNT DEPOSIT		799.32		
Interest	0.21	36.16	0.20	
DONATION ACCOUNT DEPOSIT			23.33	
TOTAL	1076.35	25019.18	890.80	
JANUARY EXPENDITURES				
US Post Office (ILLs/Misc) (missed 12/30)	-24.64			
Kwik Trip (Milw Jrl Sent Sep-Dec 08) (1/13)	-83.00			
Lost ck#376 adjustment (1/23)	82.26			
Verizon North (DSL Internet comp lab)(1/26)	-113.18			
A-F Co Market (kitchen/cleaning supp)(1/26)	-35.21			
CapitalOne Bk (credit cd finance chg) (1/31)	-9.24			
CapitalOne Bk (Amazon bks E-debit) (1/6)		-140.21		
History Education (bks) (1/13)		-211.99		
CapitalOne Bank (adjust e-debit trans)(1/29)		140.21		
Baker & Taylor Bks (donated portion) (1/6)			-136.10	
TOTAL (JANUARY BALANCE FWD)	893.34	24807.19	754.70	
JANUARY CASH INCOME				
FINES				437.34
BK SALE				186.88
LIBRARY CARDS				40.50
PASSTHRUS (Non-Income)				-80.00
FEES (& postage)				93.00
LOST/DAMAGED				90.00
DONATIONS & GRANTS				12.98
COPIES				268.95
TOTAL JANUARY CASH INCOME				1049.65
ACTIVITIES & CIRCULATION				
Reference Questions	682			
Interlibrary Loan Requests	1137			
Interlibrary Loan Checkouts	2289			
Total Circulation	9351			
Interlibrary Photocopies	95			
Interlibrary Loans Out of System	82			
Microfilm Used in House	54			
Typewriter Users	3			
Stereo Users	5			
Library Material Copies (b&w - color)	1530			
New Borrowers	70			
Total Volunteer Hours	127			
Computer Users	1646			

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE

MEETING: January 7, 2009 at 9:00 A.M.

ROOM A260 – COURTHOUSE

FRIENDSHIP, WISCONSIN

At 9:00 A.M. Chairman Glenn Licitar called the Adams County Planning & Development Committee meeting to order with the following members present: Joanne Sumpter, Vice-Chair; Terry James, Secretary; Sylvia Breene; Richard Colby; Mike Keckeisen and Joe Stuchlak. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Greg Rhinehart, County Surveyor. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Curtis Vanderbilt – Rezoning request of a portion of a parcel from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow eight (8) acres to be split off from the 43.45 acres on property located in the NW ¼, NE ¼, Section 2, Township, 14 North, Range 7 East, at 3621 2<sup>nd</sup> Court, Town of New Haven, Adams County, Wisconsin. Richard Colby made a motion to recommend enactment of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Joanne Sumpter seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Richard & Mary Ann Feilbach – Conditional Use Permit request under Section 5-6.03(A) of the Adams County Comprehensive Zoning Ordinance to allow the replacement of a single wide manufactured home with a 1995 (16 x 80) manufactured home in an R1 Single Family Residential District on property located in Pt. of Gov't Lot 1, Section 34, Township, 15 North, Range 7 East, Lot 2 of CSM #463 at 377 Fur Drive, Town of Jackson, Adams County, Wisconsin. Joanne Sumpter made a motion to grant the Conditional Use Permit for the above described property. Joe Stuchlak seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Roger & Mary Beth Hilliard – Conditional Use Permit request under Section 5-3.03(A) (1) of the Adams County Comprehensive Zoning Ordinance to allow approximately six (6) public barn dances a year in an A-1 Exclusive Agricultural/A-3 Secondary Agricultural Districts at 3524 1<sup>st</sup> Drive in Section 36, Township 15 North, Range 7 East, Town of Jackson, Adams County, Wisconsin. Joanne Sumpter made a motion to grant the Conditional Use Permit for the above described property. Joe Stuchlak seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Thomas D. & R. Marie Siriann – Rezoning Request from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District (26 acres) and an R-3 Mobile Home Park Residential District (13.57 acres) of the Adams County Comprehensive Zoning Ordinance to allow residential and mobile home park use on property located in the SW ¼, SW ¼, Section 11, Township 14 North, Range 6 East, Lot 3 of CSM 2045 on 9<sup>th</sup> Avenue, Town of Dell Prairie, Adams County, Wisconsin. Mike Keckeisen made a motion to deny the request for the zoning change, on the above described property and forward that recommendation to the County Board for final action. Joe Stuchlak seconded the motion. Roll Call Vote: 7-Yes. Motion to deny carried. Shirley A. Wiese/Jeannette E. Kurth – Rezoning request of a portion of two (2) parcels from an A-1 and A-1 (15) Exclusive Agriculture Districts of the Adams County Comprehensive Zoning Ordinance to an R-2 Rural Residential District to create a nine (9) acre parcel on properties located in the NE ¼, SW ¼, & NW ¼, SE ¼, Section 31, Township, 16 North, Range 6 East at 1329 Evergreen Drive, Town of Easton, Adams County, Wisconsin. Joe Stuchlak made a motion to recommend enactment of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Terry James seconded the motion. Roll Call Vote: 7-Yes. Motion carried.



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Chairman Licitar adjourned the Public Hearing portion of the meeting.

Joanne Sumpter made a motion to recess. Mike Keckeisen seconded the motion. All in favor. Motion carried.

RECESS: 10:40 A.M.

RECONVENE: 10:52 A.M.

Chairman Glenn Licitar asked if the business portion of the meeting had been properly noticed. Mr. McLaughlin stated that it was.

Terry James made a motion to approve the business agenda. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the December 3, 2008 Planning & Development meeting to the Committee for review and approval. Richard Colby made a motion to approve the minutes as presented. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor, presented the Surveyor's report for the month of December to the Committee for review and approval. Mike Keckeisen made a motion to approve the Surveyor's report as presented. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented a Resolution from the Town of New Chester with a request to change the name of High Street to 6<sup>th</sup> Drive. The Committee confirmed with Sue Theisen, Real Property Lister that the change would follow the grid. Ms. Theisen stated that the request was already approved by the Committee several months ago and that the Resolution was to make it legal. Richard Colby made a motion to approve the Resolution so that the Township could get it recorded with the Register of Deeds. Joanne Sumpter seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the Committee with a Resolution to discontinue the Farmland Preservation Program under Exclusive Agricultural Zoning. He went on to explain the requirements that DATCP places on the County for recertification of the Farmland Preservation and Exclusive Agriculture Zoning which allows farmers to receive tax credits under the program. Mr. McLaughlin also stated that there are only four participants under this program currently that would be affected by the decision, and that they would have the option of retaining tax credits through a Farmland Preservation Agreement through the Land & Water Conservation Department. Discussion was held. Mr. McLaughlin asked the Committee members to read the A1 Exclusive Agriculture section in the County Zoning Ordinance. Terry James made a motion to delay action on the decision to discontinue the Program until February, so that the Committee could familiarize themselves with it. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Jim Abbs requested to be heard regarding possible action on the Adams County Shoreland Protection Ordinance, as he had to leave for an appointment. Chairman Licitar gave his approval. Mr. Abbs

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suggested that the County inform waterfront property owners, Lake Associations and realtors of the requirements of the Ordinance by providing several informational sessions. The Committee concurred.

Mike Keckeisen made a motion to take a short recess. Joanne Sumpter seconded the motion. All in favor. Motion carried.

RECESS: 11:55 A.M.

RECONVENE: 12:05 P.M.

Phil McLaughlin provided the Committee with a copy of the Adams County Shoreland Protection Ordinance which included their recommended amendments. Discussion was held. It was the consensus of the Committee that the current printout is acceptable. Joanne Sumpter made a motion to end the discussion. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Joanne Sumpter made a motion to accept the Ordinance with corrections previously agreed upon, with grammatical corrections as suggested by Corporation Counsel and schedule for Public Hearing at the February 4, 2009 Planning & Development Committee Meeting. Terry James seconded the motion. All in favor. Motion carried.

The Committee agreed that a Permit Application of some sort will be required to be submitted to the Planning & Zoning Department, along with a plan approved by the Land & Water Conservation Department for buffer installation, restoration, manipulation, etc., but there will not be a permit fee.

Terry James made a motion to recess for lunch. Joanne Sumpter seconded the motion. All in favor. Motion carried.

RECESS: 12:55 P.M.

RECONVENE: 1:48

Discussion was held regarding items to be considered when making a decision to approve or deny a rezoning request under the Adams County Shoreline Protection Ordinance. The Committee directed Mr. McLaughlin to compile a list for them to refer to when needed. Joanne Sumpter made a motion to require a soil test be submitted to the Planning & Zoning Department prior to, or along with any application for a Conservancy or Shoreland/Wetland Rezoning. Terry James seconded the motion. All in favor. Motion carried. Mike Keckeisen stated that he would check with Corporation Counsel about getting Realtors licensed in Adams County and report back to the rest of the Committee at the February meeting.

Discussion was held regarding the Planning & Zoning Fee Schedule proposal. Terry James made a motion to table the subject until the February 4, 2009 meeting. Richard Colby seconded the motion. All in favor. Motion carried.

Richard Colby was excused at 2:50 P.M.

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Discussion was held as to setting time limits for citizen's comments at the Public Hearings. Joanne Sumpter made a motion to set the time at five (5) minutes. Terry James suggested that three (3) minutes should be sufficient, especially if there are a significant number of people present. Joanne Sumpter amended her motion to three (3) minutes. All in favor. (Colby absent). Motion carried.

New procedure for issuing Citations was rescheduled to the February meeting date.

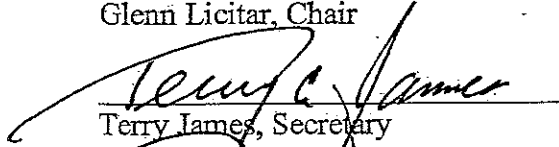
Phil McLaughlin presented the Financial Report for the month of November and the Comp-Time Report for the month of December to the Committee for review. Mike Keckeisen made a motion to approve the Financial and Comp-Time Reports as presented. Terry James seconded the motion. All in favor. (Colby absent) Motion carried.

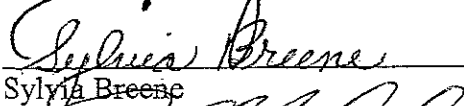
Correspondence: None.

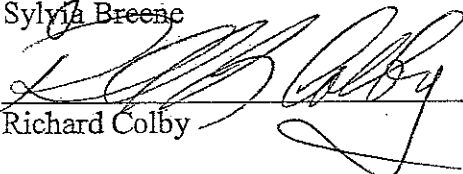
Mike Keckeisen made a motion to adjourn until the next regularly scheduled meeting on February 4, 2009. Joe Stuchlak seconded the motion. All in favor. Motion carried.

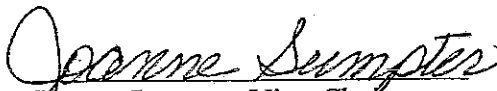
ADJOURNED: 3:15 P.M.

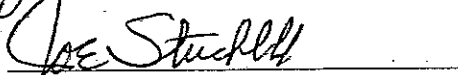
  
Glenn Licitar, Chair

  
Terry James, Secretary

  
Sylvia Breene

  
Richard Colby

  
Joanne Sumpter, Vice-Chair

  
Joe Stuchlak

  
Mike Keckeisen

  
Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

## PLANNING & DEVELOPMENT COMMITTEE MEETING

DATE: January 12, 2009      TIME: 9:00a.m.      PLACE: Room A231

**Present:** All present

**Call to Order:** Chair Licitar called the meeting to order at 9:02 a.m.

**Was the meeting properly announced?** Yes

**Approve Agenda:** Motion made by James and seconded by Sumpter. The agenda was approved unanimously.

**Approval of Minutes:** Motion made by Colby and seconded by Breene. The minutes of the December 9, 2008, and the December 17, 2008, Planning & Development Committee meetings were approved unanimously.

**Staff Schedules:** Discussion occurred.

**REGISTER OF DEEDS:** Helgeson reported that JoAnn Reichoff has retired and they are in the process of filling the open Deputy position. Helgeson also reported that sales are looking up and their office has been receiving more documents than in the past few months.

### LAND & WATER CONSERVATION

**Wildlife Abatement and Claims Program:** No report

**WDNR Report:** Nina Stensberg reported that the nursery has good inventory this year, but lower sales. There is a 1,000 tree minimum purchase. March 1<sup>st</sup> is the normal order deadline, but things may run out before then.

**NRCS:** No report

**Tri-Lakes Dam Agreement:** Discussion occurred. Questions were raised regarding monthly payments, contract dates, and sign placement. Changes were drafted into the agreement as follows:

- Page 1, item 4 – “Mow grass eliminate woody plants, noxious weeds and invasive plants on dams and water flow control structures.”
- Page 2, item 2 – “Inspect dam and dam structures. A minimum of ~~three (3) times a~~ every other day ~~per calendar~~ week for; wildlife damage, settlements, sinkholes, seeps, turbid discharge, structural cracking, foundation movement, erosion, depressions, boils, fence damage, and vandalism...”
- Page 2, item 3 – “Check inlets and outlets and toe drains to assure free flowing conditions.”
- Page 2, item 6 – “In the event lake water levels exceed established ~~summer or winter~~ water levels more than four (4) inches and the Land & Water Conservation Department does not respond...”

Motion by Keckeisen and second by Sumpter to approve the Agreement as amended, contingent upon Corporation Counsel's review of revisions and corrections. The motion was passed unanimously.

**Snow Plowing on Lower Camelot Dam:** Issues were raised regarding the \$6,300 cost of checking into the stability of the Dam for a paved road and constant plowing. The question was asked if it could just be plowed in the event of an evacuation emergency. Gatterman estimated the dam being about 650 feet long and stated the danger isn't in the Dam holding the weight; it's in the vibrations as vehicles drive across it. Land & Water Conservation Department advised the committee to either operate as is, or follow Ayres' recommendations; otherwise liability will become an issue. Motion by James and seconded by Keckeisen

to table the discussion until the next regular LWC P&D meeting to allow time for the committee to talk to Jack and time for Steve Scarbury to gather information regarding the peninsula's winter population. Motion was passed unanimously.

Motion by Keckeisen and seconded by Sumpter to take a break at 10:42 a.m.

Meeting called to order by Chair Licitar at 10:52 a.m.

**Easton Dam:** The meeting between the three entity representatives is planned for Friday, January 23<sup>rd</sup>. Murphy informed the committee that he has received the soil test results from the lake, and mailed report to Easton Lake District. Committee instructed Murphy to provide results to WDNR and request they analyze and provide report. Gatterman reported hydro may have to be FERC regulated and costs would rise if that's the case. Murphy restated that the Land & Water Conservation Department will remain neutral regarding financial decisions and support whatever decisions are made. Stuchlak reported on the road estimates for 11<sup>th</sup> Drive ranging from \$18,382 to \$49,385, depending on length of road redone. Although the prices are higher, Stuchlak suggested giving the project to a local company to help local economy. No final decisions have been made, but the Town of Easton is willing to donate parcel 10-328. Dave Foss is willing to donate parcel 10-327 under certain conditions, or the three parcels can be purchased from him. Murphy stated Foss proposal will be presented to representatives at January 23<sup>rd</sup> meeting. The lake bed burning will require a permit to be completed in spring, but if the Town of Easton acts as a co-applicant on the County's Dam Permit application, the fee will be waived.

**NALMS Conference:** Evans reported that there were 546 people in attendance from 12 countries at Lake Louise. The conference is going to be held in Connecticut next year. Evans reviewed interesting points and facts from presentations she had observed.

**Refilling CET Position:** Gatterman turned in a letter of resignation and his last day will be Friday, January 23<sup>rd</sup>, as he has taken a job with ACEC. Murphy discussed the change in Dam responsibilities as Gatterman took on a lot of responsibility that and the County can't expect new person to have the same abilities. Motion by James and seconded by Breene to refill the CET position as soon as possible. Motion passed unanimously.

Motion by James and seconded by Stuchlak to divert the agenda from Plan of Operations to Tree & Shrub Sale Report for a brief time. Motion passed unanimously.

**Tree & Shrub Sale:** Brownell reported that after two weeks of sales, things are looking good. With offering 32 species of trees, 18 orders had been received by the time of the meeting. Stuchlak suggested offering tree protectors next year, and Evans suggested informing people who ordered of where they can get them this spring.

**2009 Plan of Operations:** Murphy reviewed the plan with the committee, highlighting changes from last year. Murphy proposed to the committee that with Gatterman's resignation, Ayres Associates will take on a greater role for dam repair projects. The Dam Operator will also be working more hours during the transition. Murphy reminded the committee that the SWRMP funds can't be allocated as they won't be finalized until April. This year LWCD will try to put an emphasis on nutrient management and work on expanding the stream monitoring program. LWCD will also work on building an Envirothon team for 2010.

Sumpter was excused at 12:33 p.m.

**Cost-share Contracts:** None

**Travel/Training Requests:** None

**Central Wisconsin Windshed Partners Report:** No report

**North Central Land & Water Conservation Assoc Report:** Keckeisen reported on the WLWCA Conference. Keckeisen expressed his wish to attend next year, and suggested other committee members should also attend.

**Golden Sands Report:** No report – Murphy and Evans will attend meeting on January 15<sup>th</sup>.

**USDA Farm Agency Report:** No report – meeting January 13<sup>th</sup>.

**Communications:** Murphy reported on communications from the Martz's, DATCP, WDNR regarding the Pheiffer Dam situation, and the WLWCA planning meeting on January 30<sup>th</sup>.

**Financial Report:** Murphy reported on where the accounts may stand for the end of the year. Lack of Department Head access to carryover account information was discussed. Motion by Colby and seconded by James to accept the financial report. Keckeisen voted no, motion passed.

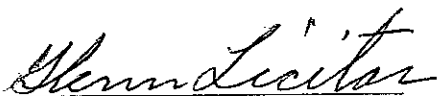
**February Agenda Items:**

- Snow Plowing on Lower Camelot Dam
- 2009 Plan of Operations

**Next Meeting:**

February LWCD Meeting: Monday, February 9, 2009 at 9:00 a.m.

Motion to adjourn by James and seconded by Keckeisen at 1:12 p.m. The vote was unanimous.



Submitted by:

Glenn Licitar

Planning & Development Committee Chair

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MEETING: February 4, 2009 at 9:00 A.M.  
ROOM A231 – COURTHOUSE  
FRIENDSHIP, WISCONSIN

At 9:00 A.M. Chairman Glenn Licitar called the Adams County Planning & Development Committee meeting to order with the following members present: Joanne Sumpter, Vice-Chair; Terry James, Secretary; Sylvia Breene; Richard Colby; Mike Keckeisen and Joe Stuchlak. Others present were: Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary; Greg Rhinehart, County Surveyor. Was this meeting properly announced? Phil McLaughlin stated that it was.

Public Hearings: Myrna Maron – Rezoning Request of a portion of a parcel from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Comprehensive Zoning Ordinance to allow 5.2 acres to be split off from the 42.34 acres on property located in the NW ¼, NE ¼, Section 3, Township 15, North, Range 5 East, on Fawn Avenue, Town of Springville, Adams County, Wisconsin. Richard Colby made a motion to recommend enactment of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Joe Stuchlak seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Lois J. Jacobs – Rezoning Request from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to allow the property (40 acres) to be divided on property located in the NW ¼, SE ¼, Section 25, Township 18 North, Range 7 East, on 1<sup>st</sup> Drive, Town of Richfield, Adams County, Wisconsin. Mike Keckeisen made a motion to recommend enactment of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Richard Colby seconded the motion. Roll Call Vote: 6-Yes. 1-No. (Sumpter) Motion carried. William M. McChesney – Rezoning Request of a portion of a parcel from a Recreational/Residential District to a General Purpose District of the Adams County Shoreland Protection Ordinance to allow agricultural use on property located in the NW ¼, SW ¼ Section 10, Township, 16 North, Range 7 East, at 2552 County Road E, Town of New Chester, Adams County, Wisconsin. (Note: The 37.370 acre parcel is zoned A-2 Agricultural Transition District under the Adams County Comprehensive Zoning Ordinance and is currently used for agriculture) Joe Stuchlak made a motion to recommend enactment of the zoning change, on the above described property and forward that recommendation to the County Board for final action. Terry James seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

Terry James made a motion to recess. Joanne Sumpter seconded the motion. All in favor. Motion carried.

RECESS: 9:50 A.M.

RECONVENE: 10:08 A.M.

Barb Petkovsek, Administrative Coordinator joined the meeting at 10:08 A.M.

Chairman Licitar called the meeting to order and resumed the public hearing for the Proposed Amendments to the Adams County Shoreland Protection Ordinance with approximately thirty eight residents attending, including representatives from the Department of Natural Resources, Scott Watson, DNR Watershed Supervisor and Will Stites.

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Chris Murphy, Land & Water Conservation Department had a presentation explaining the different options on riparian buffers as required in Section 4.00 and Section 6.00 of the Adams County Shoreland Protection Ordinance.

Reesa Evans, Land & Water Conservation Department Lake Specialist, but speaking as a citizen, explained the difference between nonconforming and noncompliant.

Corporation Counsel, Jack Albert joined the meeting at 10:42 A.M.

Terry James mentioned that possibly an ordinance could be enacted requiring realtors to include buffer compliance in their disclosure statements.

Phil McLaughlin made note that Chris Murphy's presentation was very good, but reminded everyone that the Adams County Shoreland Protection Ordinance only pertains to unincorporated areas. He also stated that he had obtained copies of shoreland ordinances from Jefferson and Lincoln Counties with very similar buffer requirements.

Corporation Counsel Jack Albert stated that under Section 6-1.06 of the Ordinance everyone is allowed the opportunity to correct the noncompliant buffer areas by September 30, 2013. He also informed the Committee that he would check into the legality of requiring the noncompliant buffer areas on a Real Estate Disclosure Statement.

Corporation Counsel left the meeting at 11:09 A.M.

Terry James made reference to a letter he received from the Department of Natural Resources stating that NR115 is set for approval sometime this spring and that once passed, counties have two years to bring their ordinances into compliance with NR115, which allows the opportunity for public education.

As this was a Public Hearing, attendees were given the opportunity at this time, to comment on the Ordinance in the order that they had signed in.

Barb Petkovsek left the meeting at 11:22 A.M.

Chairman Licitar adjourned the Public Hearing portion of the meeting at 12:25 P.M.

Corporation Counsel provided the Committee with a copy of a Real Estate Disclosure form in which one of the questions listed was whether the property is in a floodplain, shoreland, etc.

Chairman Licitar closed the Public Hearing portion of the hearing.

Joanne Sumpter made a motion to take a recess. Terry James seconded the motion. Joanne Sumpter amended her motion to take a forty five minute break for lunch. Joe Stuchlak seconded the motion. All in favor. Motion carried.



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Recess: 12:27 P.M.  
Reconvene: 1:32 P.M.

Terry James made a motion to deviate from the agenda to attend to item #6 on the business portion of the agenda. After Committee discussion, Mr. James rescinded his motion, and the Committee resumed consideration of the Proposed Amendments of the Adams County Shoreland Protection Ordinance.

Chris Murphy kept a list of residents concerns and questions from the comment period, addressed the Committee with recommended responses and proposed to answer the questions via the County Web Site.

Mike Keckeisen enquired if the Committee felt that another Public Hearing should be held on a Saturday for a higher public attendance. It was the general consensus that the County had met it's obligations by holding at least four meetings already. Joanne Sumpter made a motion to go forward with the Committee's resolution to pass the revisions to the Ordinance. Joe Stuchlak seconded the motion. Roll Call Vote. 7-yes. Motion carried.

Phil McLaughlin read the revisions aloud to the Committee and all agreed with the wording, with a comment by Terry James regarding a spelling error on page 20, Section 8-6.00.

Terry James made a motion to recommend enactment of the revisions to the Adams County Shoreland Protection Ordinance with the spelling corrections and forward that recommendation to the County Board for final action. Roll Call Vote: 7-Yes. Motion carried.

Chairman Licitar asked if the business portion of the meeting had been properly noticed. Phil McLaughlin stated that it had.

Joanne Sumpter made a motion to approve the agenda. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Phil McLaughlin presented the minutes from the January 7, 2009 Planning & Development meeting to the Committee for review and approval. Richard Colby made a motion to approve the minutes as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Greg Rhinehart, County Surveyor, presented the Surveyor's report for the month of January to the Committee for review and approval. Terry James made a motion to approve the Surveyor's report as presented. Joe Stuchlak seconded the motion. All in favor. Motion carried.

The Committee discussed discontinuance of the Farmland Preservation Program under Exclusive Agricultural Zoning. Mary Ann Bays and Joyce Jefferson, participants under that program voiced their objections to the Committee. Discussion was held. Mike Keckeisen made a motion to remain under the Farmland Preservation Program. Joe Stuchlak seconded the motion. All in favor. Motion carried.

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Phil McLaughlin provided the Committee with an evaluation list to aid them in consistency and informed decisions for conservancy rezoning requests. Joanne Sumpter made a motion to use the checklist for all future conservancy rezoning requests. Joe Stuchlak seconded the motion. All in favor. Motion carried.

Discussion was held regarding the Planning & Zoning Fee Schedule proposal. Joanne Sumpter made a motion to continue with the current fee schedule without any fee increases. Joe Stuchlak seconded the motion. Mr. McLaughlin reminded the Committee that the Department of Commerce has increased the State fee for a sanitary permit by \$25.00 and that the revisions to the Adams County Sanitary Ordinance will be coming before the Committee in the very near future. Joanne Sumpter amended her motion to approve only pages four and five of the fee schedule pertaining to sanitary fees as presented. Phil McLaughlin reminded the Committee that included in the revisions to the Sanitary Ordinance will be additional items that will require permits that are not included in the current fee schedule, such as temporary holding tank use, transfer containers, portable restrooms and Subdivision or Condominium Plat soil and site evaluation review fees. Joanne Sumpter rescinded all previous motions regarding the fee schedule. Richard Colby made a motion to approve the fee schedule as proposed. The motion died for lack of a second. After some discussion, Joanne Sumpter made a motion to approve the revisions to the sanitary permit fees on pages four and five to include any permit requiring a state fee and all fees required for the new permits not previously listed on the fee schedule. Sylvia Breene seconded the motion. All in favor. Motion carried.

Mr. McLaughlin advised the Committee of new publishing requirements for citations that are returned as undeliverable. This procedure will involve fees imposed upon the department that were not included in the 2009 budget calculations and therefore may cause problems with the publications account.

Mike Keckeisen requested to be excused and left at 3:30 P.M.

Mr. McLaughlin stated that he received a request from Richard Dubois, a Town of Leola resident requesting that the County waive the fees for a hearing to rezone a portion of his property out of conservancy. Mr. Dubois owns a mobile home park in which three homes are located in the Conservancy District and he would rather rezone that area than move the homes. Discussion followed. Terry James made a motion to deny the request to waive the fees. Joe Stuchlak seconded the motion. All in favor. (Keckeisen excused) Motion carried.

Joanne Sumpter requested to be excused and left at 3:48 P.M.

Phil McLaughlin presented the Financial Report for the month of December and the Comp-Time Report for the month of January to the Committee for review. Richard Colby made a motion to approve the Financial and Comp-Time Reports as presented. Terry James seconded the motion. All in favor. (Keckeisen & Sumpter excused) Motion carried.

Mr. McLaughlin informed the Committee that he had received a letter from Randy Theisen, Town of Springville Chair regarding excessive setback requirements on side lot lines in R2 Rural Residential

ADAMS COUNTY PLANNING & DEVELOPMENT COMMITTEE  
MONTHLY MEETING:  
February 4, 2009  
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Districts. This should be addressed when doing the revisions to the Comprehensive Zoning Ordinance.

Terry James asked to be excused from the next Committee meeting on March 4, 2009. He stated that he will find someone to sit in his place.

Glen Licitar made a motion to adjourn until the next regularly scheduled meeting on March 4, 2009. Sylvia Breene seconded the motion. All in favor. Motion carried.

ADJOURNED: 4:00 P.M.

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Glenn Licitar, Chair

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Joanne Sumpter, Vice-Chair

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Terry James, Secretary

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Joe Stuchlak

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Sylvia Breene

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Mike Keckeisen

---

Richard Colby

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Cathy Allen, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.**

**ADAMS COUNTY PROPERTY COMMITTEE**

**Tuesday, December 2, 2008 12:30 p.m.**

**Room A260, Courthouse**

**Friendship, WI 53934**

**CALL MEETING TO ORDER:** Chairman Dehmlow called the meeting to order at 12:30 a.m.

**WAS THE MEETING PROPERLY NOTICED?** Yes

**ROLL CALL:**

**Present:** Supervisors Hartley, Babcock, Dehmlow and Kirsenlohr **Excused:** Supervisor Kotlowski

**Others present:** Barbara Petkovsek, Administrative Coordinator; Tracy Hammen, Maintenance Supervisor; Myrna Diemert, Solid Waste; Ron Chamberlain, Highway; Darrel Renner, Sheriff

**Approve the Agenda** – Motion by Babcock seconded by Kirsenlohr to approve the agenda as printed. Voice vote. Motion carried.

**Approve Minutes – November, 2008 meeting** – Motion by Babcock seconded by Hartley to approve the minutes as printed. Voice vote. Motion carried.

**Public Participation on Agenda Items** – There was no public participation

**Presentations on proposals for Space and Facilities Needs Study** – Presentations on proposals made by the following firms:

**Graef Anhalt Schloemer**

**SEH**

**Dimension IV/Foth**

**Ayres Associates**

**Discuss and/or act on proposals for Space and Facilities Needs Study** – Discussion held on the presentations to the committee. Motion by Hartley seconded by Babcock to prepare a resolution to present to county board to retain Ayres for the Space Needs Study and Site Development Plan and to pay for the plan by utilizing the proceeds from the sale of the former highway building. Voice Vote. Motion carried. Kirsenlohr recorded a “no” vote.

**Set next meeting date and agenda items** – December 9<sup>th</sup> at 9:30 a.m. (Meeting rescheduled to December 16<sup>th</sup>).

**Adjournment** – Motion by Babcock seconded by Kirsenlohr to adjourn at 5:20 p.m. Voice vote. Motion carried.

Respectfully submitted,

Barbara Petkovsek, Recording Secretary

**Minutes are unofficial until approved by Committee**

**ADAMS COUNTY PROPERTY COMMITTEE**

**Tuesday, December 16, 2008 4:30 p.m.**

**Room A260, Courthouse**

**Friendship, WI 53934**

**CALL MEETING TO ORDER:** Chairman Dehmlow called the meeting to order at 4:50 p.m.

**WAS THE MEETING PROPERLY NOTICED?** Yes

**ROLL CALL:**

**Present:** Supervisors Hartley, Kotlowski, Babcock, Dehmlow and Kirsenlohr

**Others present:** Barbara Petkovsek, Administrative Coordinator; Tracy Hammen, Maintenance Supervisor; Mike Scott, Airport; Jane Grabarski, Emergency Management; Cindy Phillippi, County Clerk; Supervisor Al Sabastiani

**Approve the Agenda** – Motion by Kotlowski seconded by Hartley to approve the agenda as printed. Voice vote. Motion carried.

**Approve Minutes** – December 2<sup>nd</sup> minutes will be approved with the December 16<sup>th</sup> minutes

**Public Participation on Agenda Items** – There was no public participation

**Discuss and/or act on resolution for Space and Facilities Needs Study** – Discussion held regarding the feasibility of moving forward on a long range space and facilities needs study. Motion by Babcock seconded by Hartley to present a resolution to the Board for the Study and to engage Ayres to complete that study. Voice Vote. Motion carried. Kirsenlohr recorded a “no” vote.

**Discuss space needs should a Human Resources department be created by County Board** – Discussion held regarding some possible options, nothing specific determined at this time. This space need will get addressed as part of the space and facilities needs study.

**Report on Airport** - Mike Scott, Airport Manager presented a verbal report to the committee. He reported that activity at the airport has been down about 26% and fuel sales down 40% with the cost of snowplowing and grass cutting up 210% due to primarily to fuel costs. Scott is conversing with Army Corp of Engineers and DNR regarding any expansions to the airport due to wetland considerations. Any grant projects would likely require a 20% match. Motion by Hartley seconded by Kirsenlohr to accept the verbal report as presented. Voice vote. Motion carried.

**Discuss and/or act on disposal of obsolete computer equipment** – Motion by Kirsenlohr seconded by Kotlowski to dispose of obsolete computer equipment items and to use dollars from the auction to cover the cost. Voice vote. Motion carried.

**Discuss and/or act on removal of fiber optic at former highway and library buildings** – Motion by Babcock seconded by Hartley to postpone to the January meeting. Voice vote. Motion carried.

**Update on maintenance items** – Tracy Hamman reported on the following: The carpeting and office moves at Health & Human Services has been completed; Committee room A160 and the District Attorney's offices will be carpeted yet in December; the cost to use carpet squares in the Clerk of Courts office would be \$5,200 (no decision at this time), no quotes have been received for replacing the soffit at the Community Center.

**Set next meeting date and agenda items** – January 13<sup>th</sup> at 9:30 a.m. (Meeting moved to January 16<sup>th</sup> at 9:00 a.m. to include the kick off meeting with Ayres for the building and space needs study)

**Adjournment** – Motion by Kirslenlohr seconded by Kotlowski to adjourn at 5:50 p.m. Voice vote. Motion carried.

Respectfully submitted,

Barbara Petkovsek, Recording Secretary

**Minutes are unofficial until approved by Committee**

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES - JANUARY 14, 2009**

DATE: January 14, 2009  
Adams County Courthouse

TIME: 9:00 a.m.  
400 Main Street

PLACE: A260  
Friendship, WI 53934

MEMBERS PRESENT: Al Sebastiani, Florence Johnson, Cynthia Loken, Jerry Kotlowski, Terry James

OTHERS PRESENT: Sheriff Renner, Chief July, Captain Beckman, Dennis McFarlin, Nick Segina, Deb Barnes, Dee Helmrick, Terry Warner, Jane Grabarski, Shirli Suchomel, Mike Scott, Mike Keckeisen, Jack Albert, Phil McLaughlin, Brenda Schwertsig.

1. Call to Order – At 9:00 a.m. Chair Sebastiani called the meeting to order.
2. Was the meeting properly announced? – Yes.
3. Roll call: Sebastiani, Johnson, Loken, Kotlowski, James present.
4. Approve the Agenda – **MOTION** by Loken/James to approve the January 14, 2009, meeting agenda. MC/Unan.
5. **MOTION** by James/Kotlowski to approve the minutes from December 10, 2008, Public Safety & Judiciary Committee meeting. MC/Unan.

**Coroner's Report** – Nick Segina presented vouchers and stated there were 148 reportable deaths in 2008 with 11 autopsies. Training was requested for two deputy coroners at \$25.00 each. He gave the American Tissue Service memo of agreement for harvesting body parts and tissue in Adams County to Chair Sebastiani, stating the Corporation Counsel wanted him to sign it, which he did not do pending signature by Corp. Counsel. Vitreous containers are no longer available from the State Lab and the County now has to supply its own. He received a report from the State that Wisconsin elderly are more likely to fall and die, and he will review this on a case by case basis. The State is going to a new Vital Records On Line program for death certificates. Committee questioned several vouchers and training requests that did not have Coroner Scheel's signature on them. Chair Sebastiani called for a motion to approve the requested training and there was none; training was denied.

**Family Court Commissioner** – Dennis McFarlin observed that demands for services increase as the economy diminishes. His open listening sessions at the Community Center and the Courthouse are well received. He had no vouchers or training requests.

**Child Support** – Deb Barnes had her Performance Measures Report and Check Summary in her Committee packet. She reported more cases with the current economic stress. Juneau County's contracted phone service with her department was finished on December 31, 2008; she did not include Juneau County revenue into her 2009 budget. The Centralized Call Center was not well received by a majority consensus and it will not happen until 2010. Deb reported no training coming up.

**Clerk of Circuit Court** – Not present.

**Register in Probate** – Terry Warner reviewed her Voucher report, stating she is over budget in postage with the added mailings. Recoupment is up for attorney fees. She stated \$3,000.00 in legal bills will be coming, but most will be reimbursed. Case loads are up with the economy the way it is. The County is not paying for attorney's fees now as the State is providing Public Defenders. Update on Videoconferencing: A \$20,000.00 yearly maintenance fee and a \$9,500.00 T1 line fee are putting this project on the back burner for now. She is investigating an internet connection, requesting that the maintenance fee be paid from Clerk of Court's budget.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES - JANUARY 14, 2009**

**Clerk of Court** – Dee Helmrick gave Committee the Expense Vouchers and Reports for her department and for the District Attorney. Her Winter Conference information was in the Committee packet with no agenda as yet. Speakers will be covering workplace/employer issues. Her mileage and lodging was not submitted yet, as she is not aware whether she will be staying; the decision will be weather related. This training is budgeted. **MOTION** by Loken/Kotlowski to approve the Winter Conference training for Clerk of Court. MC/Unan. Community Service report was in the packet. Practical Cents sales increased when Community Service workers were there. The collections agency that Clerk of Court was using received commissions greater than Adams County's share of the collection and their contract was not renewed. Dee is happy with the clerk in her office who is handling collections, stating she is doing a fine job. Expenses for her training in March will involve mileage only and this information will be brought to the February meeting. The training covers not crossing the legal lines when handling the public asking for legal advice. The District Attorney's folder that was brought to the meeting was given to Shirli Suchomel to deliver to their office.

**District Attorney** – not present.

**Emergency Management** – Jane Grabarski reported the Highway tower's test is done and microwave dishes were installed. The backup generator passed the startup test. The Dell Prairie tower microwave dish and wiring are not yet complete. A new contract agreement for the WisDOT Town of Rome site is in process with Corp Counsel. The Rome tower site non-monetary agreement drafted by WisDOT was signed by the Public Works Committee, to be approved by County Board in January. Communications Service has a goal to get a three-tower system operational this winter: Highway, Dell Prairie, and Town of Rome. The tower at the Jackson site has to be replaced in 2009 sometime. The Level B Hazmat team still has no contract. Juneau County has a new Corp Counsel and Juneau County Director will meet with him January 20, expecting results by the end of the week. The money for Hazmat is in the carryover budget. Grants for emergency housing had three applicants eligible to access money so far. Community Action approves these and it takes a month or more, weather dependent on project completions. Pre-Disaster Mitigation All-Hazards Plan update: Risk assessment for tornado, flood, and other hazards was done, assessing how serious and how often such events occur and prioritizing hazards. The Emergency Planning Grant 2<sup>nd</sup> half payment of \$13,765.00 was received. EPCRA Hazardous Materials 2<sup>nd</sup> half payment has not arrived yet. FEMA Disaster Report – the only payments outstanding at this time are Dell Prairie, County Highway, and County LWCD. Office activities this month: submitted a nationwide grant to get computer literacy classes in the library and special needs survey for a data base. This grant will be awarded in February. Dells Resorts and Water Parks meeting was at Chula Vista. Chula called in a death, requesting a coroner who was contacted and offered to take care of the call by phone. Chula insisted that the coroner come to the scene, which she did. Committee directed that all information concerning this incident be brought to the February meeting. In financial reports, Emergency Management received \$6,900.00 in unexpected revenue, but insurance deductible was raised without notification to \$2,500.00 and unbudgeted tower expenses, electric, LP, and mailing of contracts reduced the revenue to \$3,000.00

Supervisor Mike Keckeisen and Mike Scott, Airport Manager, commented on the Highway tower being in violation of county height codes, concerned that grant money could be lost, airport safety could be jeopardized, and precedent for past practice could be established. He stated he wrote to Planning and Zoning and forwarded a copy to Corp Counsel. Discussion followed concerning what can be done to remedy the violation. Jane had no training requests and her vouchers were submitted to Committee.



**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES - JANUARY 14, 2009**

Deputy Coroner Nick Segina arrived in the meeting with copies of the County Personnel policies covering budgeted training requests. Committee stated they want Terry Scheel present at the next monthly meeting.

**MOTION** by Kotlowski/Johnson to take a five-minute break. MC/Unan. Meeting reconvened at 10:23 a.m. when Sebastiani called it to order.

Phil McLaughlin from Planning and Zoning and Corporation Counsel Jack Albert joined the meeting to discuss the airport issue. Phil explained procedure for appeals and objections and showed the zone in question on maps. Discussion raised the question of whether this issue should have been caught in the permit phase. Grabarski said it should have as FCC licensed contractors should have known about the problem. More discussion followed and a **MOTION** was made by Loken/James to have Corp Counsel work with Foth and the Airport Manager to resolve the problem with the tower at the Highway Department as soon as possible. MC/Unan.

**Sheriff's Department** – Sheriff Renner gave Committee the itinerary for Wisconsin Sheriffs and Deputy Sheriffs Conference and invited Committee members to attend at Sheriff's Department expense. Lt. Seth Tully formerly Chief of Necedah Police Department will be starting on Monday with the Adams County Sheriff's Department. A Road Officer eligibility list was established and the first candidate turned down the offer. The second position candidate will now be contacted. The first two Project Lifesaver bands were activated on autistic children last week and a couple more are planned in the next few weeks. At the Towns Association Meeting a \$200.00 donation was received for the project. Devices will eventually be available at the Courthouse, at a location in the south end of the county, and in Rome depending upon funds. The initial goal has been exceeded, and a benefit bowling tournament is being planned to raise funds.

Sebastiani asked Sheriff how often deputies are in Dell Prairie because he had a complaint. A printout of calls to Dell Prairie revealed that officers are there on an average of twice a day. Loken asked if the Sheriff is still attending Town meetings and he responded that he sent a second-shift lieutenant on behalf of the department. The new lieutenant will be assigned when he assumes his 5:30 p.m. to 2:00 a.m. shift. Discussion followed concerning courthouse panic buttons and response times. Jail staff response is almost immediate.

Animal Control/Animal Shelter reports were in Committee's packet. Intake numbers were given for 2007 and 2008 as well as a reported December donation of over \$7,000.00. Mike Keckeisen requested Committee draw up a resolution to send to County Board appointing two supervisors as Liaison Officers to the Humane Society/Animal Shelter meetings and report back to the County, seeing as the County supports the Shelter in the amount of \$40,000.00 a year. Brenda Schwertzig voiced her support for the Liaison Officer and offered to send agendas and minutes for their monthly second-Tuesday meetings to be included in the County Board packet. No euthanasia license or authorization has yet been issued but both Brenda and Christina were trained. They estimated it will take three months for authorization to arrive and the euthanasia is now being done at a veterinary clinic. **MOTION** by Kotlowski/Johnson to proceed with a resolution to County Board to appoint a Liaison to the Humane Society Board. MC/Unan. Loken will see to putting this resolution together.

Animal Control Officer Ed Baron announced that 2009 is his last year. One or more replacements will need to be trained to keep on-call hours within limits. For the FEBRUARY AGENDA: Animal Control Officer.

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING**  
**MINUTES - JANUARY 14, 2009**

Chief Deputy July had an out-of-state training request from Investigator Laudert to attend the Narcotics Officer's Association Washington DC convention to lobby for Drug Task Force funding at no cost to the county other than wages for his scheduled eight hour days. Inv. Laudert is the Wisconsin President of WNOA. **MOTION** by Loken/James that the Public Safety & Judiciary Committee approve and support Investigator Laudert's out-of-state training. MC/Unan.

Chief had a request from the Administrative Coordinator to transfer one retired squad car to the airport, and he requested that if this is done the Sheriff's Department receive a revenue line in the budget reflecting the income that would have been received had the squad been sold so as not to short the budget. Mike Scott explained that transient aircraft would use this car as a "taxi" for business as taxi service is not always available, and provide this courtesy car on a donation basis. Terry James questioned liability issues with insurance and crashes suggesting the Airport should pay the insurance and bear all the responsibility. Mike Scott will check with the EAA chapter about this. For the FEBRUARY AGENDA: Sale of squad cars.

Leased squads for 2009 were ordered just under \$60,000.00 on an eight-car lease with the trunk pack and power seat features eliminated. When the lease is over, the County has the option to purchase the leased squad cars for \$1.00. Chief had information on a new fleet management system for purchase of gasoline which allows tracking of all gas purchases at almost any gas station. The employee has an ID number and the car carries the gas card. This would replace the Kwik Trip cards. Wright Express will waive all fees, have a zero-cost setup and replacement, and we get a Federal tax rebate. The major advantage is the ability to go to nearly every major petroleum supplier. Committee requested that the contract be reviewed by Corporation Counsel. **MOTION** by Loken/Kotlowski to pursue entering a contract with Wright Express to be reviewed by Corp Counsel. MC/Unan.

Captain Beckman reported 2008 collected revenue of \$34,391.34 in Huber fees; \$47,880.22 in Electronic Monitoring; and \$69,423.00 in Safekeeper monies. Monroe County was housing 21 inmates on this date for a total jail population of 80 with six working Hubers. Monroe County is not under contract; they house inmates here at \$45.00 a day. There are currently three Electronic Monitoring inmates with a fourth to begin soon. James inquired about the mold problem in the Huber showers. Captain stated there is a mold problem because of lack of ventilation there. A spray-application treatment fixed the pod showers in 2006 and an estimated \$70,000.00 will be required to repair the current problem showers. The cost of the new washers and dryers was \$20,000.00 and it was budgeted in 2007 for a 2008 purchase. Showers are budgeted for 2010. Commissary report was not available due to the 2008 closeout still being in process. For FEBRUARY AGENDA: Commissary Report.

Captain had zero accidents to report this month. The fee schedule voted on in August is now in effect, and the Department is working out details concerning how cash is taken, receipts issued and the purchase of a cash register. The Jail is now charging for over-the-counter medications per the fee schedule.

**MOTION** by Loken/Johnson to go into closed session per Wis Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Discuss personnel matters; and Wis Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Discuss contract negotiations for Local 414. Roll call vote: Loken:

**PUBLIC SAFETY & JUDICIARY COMMITTEE MEETING  
MINUTES - JANUARY 14, 2009**

Yes. Johnson: Yes. James: Yes. Sebastiani: Yes. Kotlowski: Yes. Unanimous. The meeting closed at 12:30 p.m. and Shirli Suchomel left the conference room. **MOTION** by James/Kotlowski to convene in open session. Roll call vote: Loken: Yes. Johnson: Yes. James: Yes. Sebastiani: Yes. Kotlowski: Yes. Unanimous. The meeting convened in open session per Wis. Stat 19.85(2) at 12:40 p.m.

**MOTION** by Kotlowski/Loken to approve the vouchers presented. MC/Unan.

Mike Keckeisen received three letters concerning the animal shelter and he will request the writers of those letters to attend the February meeting.

The next Public Safety & Judiciary Committee meeting was set for Wednesday, February 11, 2009, at 9:00 a.m. in Conference Room A260.

**MOTION** by Kotlowski/James to adjourn. MC/Unan. Meeting adjourned at 12:41 p.m.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

*These minutes are not yet approved by Public Safety & Judiciary Committee (01/21/09)*

# ADAMS COUNTY PUBLIC WORKS COMMITTEE

THURSDAY, JANUARY 8, 2009, AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary  
Florence Johnson  
Michael Keckeisen

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner, Jim  
Grabarski, George Benish, Jay Weidman, Steve Sletner and  
Shannon Riley

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, January 8, 2009.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, RENNER, JOHNSON AND KECKEISEN.  
ALL MEMBERS PRESENT.

**APPROVAL OF AGENDA:** *Motion by Johnson to approve the Agenda as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETINGS (DECEMBER 11, 2008 REGULAR MONTHLY MEETING):** *Motion by Renner to approve the Minutes as printed of the Adams County Public Works Committee Meeting for DECEMBER 11, 2008, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public Participation was requested for the following Agenda items:

- REVIEW & ACT ON GENERAL ENGINEERING CONTRACT PROPOSALS
- TOWN OF JACKSON PLOWING
- EQUIPMENT – CONSIDER PURCHASING USED QUAD-AXLE TRUCKS
- COUNTY FAIR COOPERATION

**REVIEW & ACT ON GENERAL ENGINEERING CONTRACT PROPOSALS:** Steve Sletner representing TEC Design and Shannon Riley representing AECOM were present and expressed interest in the General Engineering Contract. *Motion by Renner to contract with AECOM for the 2009 General Engineering Contract, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* (GENERAL ENGINEERING PROPOSALS ATTACHED TO MINUTES)

**TOWN OF JACKSON PLOWING:** Town of Jackson Chairperson George Benish was present and commented that the Town desires to continue the past Town / County relationship.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
JANUARY 8, 2009 ~ 9:00 A.M.**

*Motion by Keckeisen to approve the Highway Department to continue providing backup winter maintenance for the Town of Jackson, however until such time as the Town of Jackson should terminate the existing proposal with their contractor the Highway Department may not serve as the primary winter maintenance service provider for the Town, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**EQUIPMENT ~ CONSIDER PURCHASING USED QUAD-AXLE TRUCKS:** Jay Weidman representative from Mid-State Truck was present and presented the proposal and answered questions concerning the used quad-axle trucks. *Motion by Keckeisen to purchase three 2006 Quad-Axle Trucks from Mid-State Truck for an amount of \$128,000.00 each, with extended warranties of 2yrs/150,000 miles for a price not to exceed \$2,900.00 for each truck, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**THE PUBLIC WORKS COMMITTEE WILL CONSIDER CONVENING IN CLOSED SESSION PER WISCONSIN STATUTES 19.85(1)(F) TO CONSIDER FINANCIAL, MEDICAL, SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS, PRELIMINARY CONSIDERATION OF SPECIFIC PERSONNEL PROBLEMS OR THE INVESTIGATION OF CHARGES AGAINST SPECIFIC PERSONS EXCEPT WHERE PAR. (B) APPLIES, WHICH, IF DISCUSSED IN PUBLIC, WOULD BE LIKELY TO HAVE A SUBSTANTIAL ADVERSE EFFECT UPON THE REPUTATION OF ANY PERSON REFERRED TO IN SUCH HISTORIES OR DATA, OR INVOLVED IN SUCH PROBLEMS OR INVESTIGATIONS:** *Motion by Keckeisen to go into Closed Session per Wisconsin Statutes 19.85(1)(f), second by Babcock. ROLL CALL VOTE: Keckeisen – YES, Morgan – YES, Johnson – YES, Babcock – YES, Renner – YES. MOTION CARRIED.*

**THE PUBLIC WORKS COMMITTEE WILL CONSIDER RECONVENING IN OPEN SESSION PURSUANT TO WISCONSIN STATUTES 19.85(2) TO VOTE ON APPROPRIATE MATTER:** *Motion by Johnson to go into Open Session per Wisconsin Statutes 19.85(2), second by Keckeisen. ROLL CALL VOTE: Keckeisen – YES, Morgan – YES, Johnson – YES, Babcock – YES, Renner – YES. MOTION CARRIED.*

**COUNTY FAIR COOPERATION:** Jim Grabarski from the Adams County Fair Board was present and expressed their appreciation to the Highway Department for the support to the Adams County Fair Board and they hope that this cooperation can continue in the future. *Motion by Keckeisen to continue current levels of cooperation between Highway Department and County Fair, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**RESOLUTION ~ SEVEN SISTERS RADIO TOWER CONTRACT:** *Motion by Renner to approve the Resolution amending the 7-Sisters State Patrol Tower Agreement and to forward this Resolution to County Board for action at the January Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (COPY OF RESOLUTION ATTACHED TO THESE MINUTES)*

**REAL ESTATE ACQUISITIONS CTH “Z” (STH 21 TO CTH “F”):** DOCUMENTS WERE NOT AVAILABLE – NO ACTION TAKEN.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
JANUARY 8, 2009 ~ 9:00 A.M.**

**REAL ESTATE ACQUISITION CONTRACT CTH "Z" (STH 82 TO CTH "F"):**  
*Motion by Keckeisen to approve the Real Estate Acquisition Contract for the County Road "Z" Project from State Road 82 to County Road "F" with Timbers & Selissen for an amount of \$138,100.00, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH "J" PROJECT (10<sup>TH</sup> AVE TO 6<sup>TH</sup> CT) CONSTRUCTION INSPECTION CONTRACT:** *Motion by Renner to approve the County Road "J" Project (10<sup>th</sup> Avenue to 6<sup>th</sup> Court) Construction Inspection Contract with Ayres Associates for an amount of \$147,898.00, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**WETLAND BANK:** Highway Commissioner updated the Public Works Committee on the Wetland Bank progress and the Public Works Committee expressed their desire to continue pursuing Wetland Banks.

**ORDINANCE ~ PROTECTION & SAFETY OF PUBLIC ROADWAYS FROM PRIVATELY OWNED IRRIGATION SYSTEMS:** *Motion by Renner to approve the PROTECTION & SAFETY OF PUBLIC ROADWAYS FROM PRIVATELY OWNED IRRIGATION SYSTEMS ORDINANCE and to forward this Ordinance to County Board to be acted on at the January Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (COPY OF ORDINANCE ATTACHED TO MINUTES)*

**REVIEW & ACT ON STATE D.O.T. RMA (ROUTINE MAINTENANCE AGREEMENTS):** *Motion by Renner to approve the 2009 State Routine Maintenance Agreement (RMA) as presented in the amount of \$654,800.00, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**RESOLUTION ~ OUT OF STATE TRAVEL ~ TDA FLY IN ~ WASHINGTON D.C. ~ COMMISSIONER:** *Motion by Keckeisen to approve a Resolution authorizing the Highway Commissioner to attend the Transportation Development Association (TDA) Fly in at Washington DC on April 21 & 22, 2009 and to forward this Resolution to County Board to be acted on at the January Meeting, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (COPY OF RESOLUTION ATTACHED TO MINUTES)*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- ✓ Snow, Ice and more snow and ice, due to the weather patterns we have been very busy with snow and ice.
- ✓ We are currently performing winter maintenance in Jackson as Hintz's trucks are down.
- ✓ Brushing operations have been in process at various spot locations in the County and now we are starting on CTH J in preparation for the upcoming construction project.
- ✓ Adams County State salt is currently at risk due to a lack of State salt in Columbia County, therefore the State is looking at moving salt from Adams, Waushara, and Marquette counties to Columbia county
- ✓ County salt and sand inventories are in good shape.
- ✓ Edgewood Drive Bridge was let by the WisDOT in December and awarded to Radtke Contractors Inc for \$315,729.75.

**ADAMS COUNTY PUBLIC WORKS COMMITTEE MEETING  
JANUARY 8, 2009 ~ 9:00 A.M.**

**FINANCIAL REPORT:** *Motion by Morgan to approve the December 2008 Financial Report as audited, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department check summary report was presented to the Committee for review. Committee members reviewed the 1/8/09 Check Summary Report that is provided to the Public Works Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Keckeisen to approve the check summary report / vouchers as presented, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** NONE

**ADJOURN AND NEXT MEETING DATE:** *Motion by Renner, second by Morgan, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, February 12, 2009 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:45 P.M..

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**ADAMS COUNTY PUBLIC WORKS COMMITTEE  
JANUARY 14, 2009, 1:00 PM  
COURTHOUSE ROOM A231, FRIENDSHIP, WI**

**MEMBERS PRESENT:** Larry Babcock, Chair  
Dean Morgan, Vice-Chair  
David Renner, Secretary  
Florence Johnson  
Mike Keckeisen

**OTHERS PRESENT:** Myrna Diemert, Solid Waste Director

**CALL MEETING TO ORDER:** The meeting of the Adams County Public Works Committee was called to order by Chair, Larry Babcock at 1:00 P.M.

**WAS THE MEETING PROPERLY ANNOUNCED?** YES

**ROLL CALL & APPROVAL OF AGENDA:** BABCOCK, JOHNSON, RENNER, KECKEISEN, MORGAN. *Motion by Johnson, second by Morgan, to approve the Agenda as printed. All in favor. Motion carried.*

**APPROVAL OF OPEN SESSION MINUTES FROM DECEMBER 15, 2008:** *Motion by Renner, second by Babcock, to approve the Open Session minutes as presented for December 15, 2008 meeting. All in favor. Motion carried.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** There was no public participation.

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented a "Department Head Out-of-Office Report" for her vacation which is scheduled for 1/16/09 through 1/26/09. The Foreman and Office Manager will be available if the Committee has any questions.

Ms. Diemert then presented a letter from Warden Holinka thanking her for the Recycling Business Audit suggestions made for improving the FCI recycling program.

Ms. Diemert next presented a letter from Tomorrow's Home Foundation thanking her for her letter of support which was instrumental in receiving the Manufactured Housing Rehab and Recycling Grant for 2009. More information on the program will be available but this grant will benefit Adams County residents in properly disposing of older mobile homes containing asbestos.

Ms. Diemert next presented a letter from DATCP regarding the possible delay and/or elimination of Clean Sweep grants. There were no other communications, correspondence, or other business to bring before the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the December 2008 Financial Report. *Motion by Keckeisen, second by Renner, to approve the December 2008 Financial Report as presented. All in favor. Motion carried.* Ms. Diemert also presented the December Check Summary Report, dated 1/8/09. *Motion by Morgan, second by Babcock, to approve the December 2008 Check Summary Report as presented. All in favor. Motion carried.*



**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report dated January 14, 2009 (see attached copy) and discussion was held. *Motion by Johnson, second by Renner, to approve the Site Report as presented. All in favor. Motion carried.*

**EMPLOYEE UPDATE:** Ms. Diemert reported on the employee status. One driver is still off since October 2007 on a Worker's Comp injury. It is unknown when he will be back. His case was referred to Corporation Counsel/Personnel Director for review. Another driver was off for 4 weeks following a WC injury and knee surgery. He is back to work now with no restrictions. Another driver has been off for about a month due to a non-WC injury and will be coming back to work on Monday now that the Doctor has released him for work with no restrictions.

**APPROVAL OF FOREMAN'S TOOL ALLOWANCE:** Ms. Diemert presented a list of tools that Hank has at the landfill for which he has received an annual \$400 tool allowance in the past. Since this tool allowance is not addressed in the Union contract the Committee needs to approve continuing it from time to time. The Committee reviewed the list of tools. Discussion was held. *Motion by Keckeisen, second by Renner, to approve the annual tool allowance of \$400 for the Foreman. All in favor. Motion carried.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert presented information regarding reserving rooms at Chula Vista for the winter conference. Ms. Diemert will make room reservations for those staying as this was included in the 2009 budget. Ms. Diemert stated that she had no other training or conference requests.

**UPDATE ON CREDIT CARD IMPLEMENTATION PROJECT:** Ms. Diemert reported that the project is still progressing, training is being scheduled, and we should be up and running this spring.

**DISCUSSION ON SATURDAY SCHEDULE FOR 2009:** Ms. Diemert presented a report showing how many customers used the landfill on Saturdays in March, April, October and November. Only 2 days during these months covered the OT wages & fringes needed for the 2 employees required. Other operating expenses were not included. Lengthy discussion was held and other options were discussed. The Committee felt that they needed more information on the other summer months before they could make a decision. No Saturday hours were budgeted in 2009, therefore, they must look at which months cover the costs of being open. Citizens have other options such as using their town drop-off sites, or renting roll-off containers and dumpsters for their weekend projects. This will be placed on the February meeting agenda.

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** No other agenda items identified.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Wednesday, February 11, 2009 in the Courthouse at 1:00 PM. *Motion by Renner, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 2:31 P.M.

Respectfully submitted,  
Myrna Diemert, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

**Resources and Recreation Committee Meeting**  
**January 13, 2009 9:00 a.m.**  
**Courthouse Conference Room A231**

**Call to Order:** Meeting was called to order at 9:04 a.m. by Chairperson Dehmlow.

**The meeting was properly announced.**

**Roll Call:** Committee Members: Fran Dehmlow, Gary Hartley, Joe Stuchlak, Dave Renner, and Glenn Licitar at 9:15 a.m.  
Others present: Fred Nickel – Director Parks/Recreation, Rita Kolstad – Parks Admin. Clerk/Bookkeeper, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Betty Licitar – Concerned Citizen.

**Approve Agenda:** Motion by Stuchlak/Hartley to approve the agenda as printed. Motion carried.

**Previous Minutes:** Motion by Renner/Stuchlak to approve the December 1, 2008, minutes as printed. Motion carried.

**Agenda Items:**

**Committee Recreation Report:** Stuchlak reported the Fawn Lake boat access has been well plowed this season.

**Correspondences:** Director reported receiving a letter from WRPC that any future dredging projects at Castle Rock Park will require prior approval by WRPC and FERC (Federal Energy Regulatory Commission) before applying for the DNR permit(s). Director will be meeting with WRPC Reps to further discuss. Discussion will also include Castle Rock Harbor of Refuge and shoreline riprap projects. MSA will attend meeting also to determine feasibility study needs.

Motion by Stuchlak/Hartley to deny the A-F School District's request to park a school bus(es) on County Park property during winter months. Motion carried.

**Special User Requests:** None.

**Public Participation:** Mrs. Licitar inquired if the County has insurance on the State funded snowmobile trails. Director reported that they are covered by the County insurance policy.

**Tourism/Sports Shows:** Motion by Hartley/Licitar to approve Director continue to pursue in-State tourism show attendance at approximately four additional shows for the 2008-2009 fall/winter promotion. Motion carried.

Motion by Renner/Stuchlak to approve Resolution for Director to attend the tourism show at Tinley Park IL February 6-8, 2009. Motion carried.

**Administrative Directive on Campgrounds Management:** Corporation Counsel reviewed the Directive and made some minimal changes. Director will be reviewing with Park Managers to make the revisions. Committee determined mowing by park patrons will no longer be allowed in the parks and the revised directive is to reflect the change. Mowing will only be allowed by park personnel.

**Trails Report:** Coordinator will review ATV state grant approvals with Admin. Coordinator and Corporation Counsel and bring back to Committee in February.

An additional snowmobile audit will be performed due to additional dollars received by DNR. County will receive an additional \$1,900 in supplemental grooming to be dispersed among eligible Clubs.

Adams County received the 9.5 miles trail segment from Wood County, Rome Sno-Bandits are grooming the new trail segment. Discussion on landowner/county liability issues and the State Recreational Immunity Statute. A phone conference with county insurance rep(s) will be held for clarification.

Coordinator is inspecting snowmobile trails. After inspection, Club(s) have ten days to make any corrections.

Motion by Stuchlak/Hartley to approve \$1000.00 be taken out of the tourism account towards the snowmobile maps. Motion carried.

**Employee Status:** Committee will perform 6 month evaluation on Castle Rock Park Manager at February meeting.

**Outlying Parks:** Director reported receiving a request to rope off the Easton Pond boat landing to prevent snowmobilers from crossing the creek.

**Expense Check Summary Report:** Reviewed by Committee.


**Revenue Report:** Reviewed by Committee.

**Future Agenda Items:** Dump station fees, Castle Rock Park Manager 6 month evaluation.

**Next Meeting Date:** February 10, 9:00 a.m., A231.

**Adjourn:** Motion by Stuchlak/Hartley to adjourn at 11:17 a.m. Motion carried.

Submitted by,



Glenn Licitar  
P134  
Committee Secretary

## Resource & Recreation Committee

### Minutes of Meeting

February 2, 2009 @ 9:00 AM

Adams County Community Center

569 N. Cedar Street, Room 103

Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 9:10 AM, in Room 103, Adams County Community Center by Chair Dehmlow.
2. **Roll Call:** Board Members: Stuchlak, Dehmlow, Hartley, Renner and Licitar. Agent present Genrich. Felts-Podoll and Swensen were excused.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by Stuchlak and Second by Hartley to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Renner Second by Licitar to accept minutes of the Resource & Recreation Committee of January 5, 2009 as presented. Motion carried.
6. **Public Participation:** None
7. **Items for Action or Discussion:**
  - a) **Review Financial Statements for December 2008 and Financial Statements for January 2009:** Committee reviewed and discussed. Check Summary for December was reviewed. Motion by Licitar Second by Stuchlak to accept financial reports.
  - b) **Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll and Approve Out-of-County Calendars –** Motion by Hartley Second by Licitar to place Monthly Reports on file and approve out of county travel for agents. Motion carried.
  - c) **Community Building Update:** Discussed ice dams on roof above bathroom area – eave through corner – plugged and frozen. Lock on back door discussed.
  - d) **Introduction to New Part-Time Employee:** Not a scheduled work day. Committee informed of work hours.
  - e) **Report on WACEC Meeting:** Positive comments. Members liked the programs. Discussed summer WACEC meeting dates.
8. **Set Next Meeting Date:** Motion by Stuchlak Second by Hartley to set March 5, 2009 at 9:00 a.m., in room 103 of the Adams County Community Center for the next meeting. Motion carried.
9. **Agenda Items for Next Meeting:**
  - Introduction to new support staff
10. **Adjourn:** Motion by Stuchlak and Second by Renner to adjourn until 9:00 a.m., March 5, 2009 at the Adams County Community Center. Motion carried. Meeting adjourned at 9:45 AM.

Minutes taken by Donald Genrich  
Agriculture & Natural Resources Agent  
UW-Extension, Adams County

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Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.

**MINUTES**  
**SCLS BOARD OF TRUSTEES**  
**January 12, 2009 12:15 p.m.**  
**SCLS Administration**

**Present:** R. Barden, C. Chapman, M. Cole, L. Davis-Brown, E. DeSmidt, J. Hanson, J. Healy-Plotkin, B. Keen, T. Kriegl, T. McIlroy, S. Martin, N. Nelson, G. Poulson, J. Pugh, L. Schmidt, P. Townsend

**Also Present:** H. Moe, P. Davis, S. Morrill

**Absent:** J. Morre

**Excused:** F. Cherney, M. Furgal, J. Harrington, T. Iaccarino, J. Kreten, H. O'Donnell, P. Westby

**Call to Order:** Janet Pugh, Vice President, called the meeting to order at 12:20 p.m.

- a. Introduction of guests/visitors and new board members: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

**Minutes:** G. Poulson moved approval of the December 8, 2008 minutes. R. Barden seconded. Motion carried.

**Bills for Payment/Financial Statements:** R. Barden reviewed the bills for payment in the amount of \$277,255.89 and moved approval. P. Townsend seconded. Motion carried.

**President's Report:** Janet thanked the trustees for volunteering to serve on specific committees. She noted the bill examiner schedule, board committee schedule, and mileage reimbursement form that were included in the board mailing.

**Personnel Committee:** The committee reviewed the changes to the employee handbook. A couple of changes include the addition of a whistle blower protection policy and workers compensation information. On behalf of the Personnel Committee, J. Pugh moved approval of the revised employee handbook. Motion carried.

**Advocacy Committee:** P. Townsend noted the committee reviewed the applications for Francis Cherney and Jaime Healy-Plotkin to attend ALA Legislative Day in Washington D.C. On behalf of the Advocacy Committee, P. Townsend moved approval of Cherney and Healy-Plotkin attending. Motion carried.

**Recess the January SCLS Board meeting for the purpose of conducting the 2009 SCLS Annual meeting:** G. Poulson moved to recess the January SCLS Board meeting to conduct the 2009 SCLS annual meeting. L. Schmidt seconded. Motion Carried. P. Townsend moved approval to unanimously elect the following SCLS Board members as

2009 officers: Janet Pugh, President; Gary Poulson, V. President; Luella Schmidt, Treasurer; Sue Martin, Secretary. R. Barden seconded. Motion carried. The officers of the previous year were thanked for their service. G. Poulson moved adjournment of the annual meeting to reconvene the SCLS Board meeting. L. Schmidt seconded. Motion carried.

**SCLS Foundation Report:** L. Davis-Brown noted the Foundation received approximately \$7,300 from the solicitation letters for donations sent in December. A Foundation meeting will be held following the January Board meeting and they will discuss the election of new officers. The 4<sup>th</sup> quarter reports will be presented to the Board in February.

**Circulation and ILL Statistics:** No report.

**System Director's Report:**

Groups have been hard at work defining the development we need for our new integrated library system which will be done by LibLime. A contract committee of member library and SCLS staff is working on the details of the contract. Another committee is deciding whether or not to have the hardware for the system in house or to go with a remote hosted solution. Andrew J. Clarkowski, an attorney with Axley Brynson and the husband of a Madison Public Library staff member, has agreed to review and discuss our draft contract on a pro bono basis before it is sent to LibLime. We hope to have the contract to him in a week or so and out to LibLime prior to the next SCLS Board meeting. In consulting with Lauren Blough, the Automation Project Manager, we have determined that we should plan to be off the Dynix system by March 2010.

There is still time to sign up for Library Legislative Day on February 3. If you cannot attend in person, you can take part by calling or sending a letter or email to your assembly representative and your state senator. Mark Ibach has prepared informational folders to give to our legislators.

There has been quite a bit of local news coverage and some national coverage as well regarding the increased use of libraries in difficult economic times. It will take awhile to compile the numbers, but some current circulation statistics indicate that LINK libraries checked out about 11.7 million items in 2008. That is up 3.57% for all LINK libraries combined and 5.54% without including Madison Public Libraries. In 2008, several libraries were closed due to flooding and the Sequoya branch was closed for several weeks, which makes the increase even more remarkable.

The LSTA Advisory Committee recommended that many of our grant projects be funded. However, the federal budget for LSTA for FY09 has not yet been passed, so no funds have been officially awarded. However, work has begun on our grant project "Health Information for Elderly and Caregivers." SCLS staff sent out a survey to determine what kind of health information needs workshops, both online and in-person, our member libraries are interested in. We received 77 responses to the survey, which will help SCLS

decide which programs to provide in 2009 in conjunction with the Health Sciences Library at UW-Madison.

Lauren Blough and P. Davis met with the Nekoosa Library Board to discuss their interest in joining LINK. At this time, it is difficult to give specifics regarding costs and timeline due to the move from one integrated library system to another, but many questions were answered regarding service improvements that can be expected from joining the shared system.

Delivery faced some challenges recently with the severe weather and the holidays, but handled it very well. We recently had to terminate a long-time Delivery employee due to a violation of our drug-free work place policy. We worked with our lawyer to ensure we handled everything correctly. The former employee has filed for unemployment, but we have not received a copy of the determination of eligibility.

Our staff received a gift of cheese and other goodies from one of our member libraries and an email of appreciation from another library. It's good for all of us to receive the positive reinforcement.

Things are moving along in our search for a new facility. RFP's went out to 4 groups for 5 properties. S. Morrill, Deb Haeffner (SCLS Building and Design Consultant) and Tim Rikkers met with Mark Winters from Oakbrook, our current landlord, to discuss space planning. The next steps are to receive responses from the RFPs, which will be compiled by Tim and then reviewed to select the "frontrunners". The Facilities Committee will meet next month and we hope to begin negotiations by mid-February. Oakbrook will also have a chance to respond once we have received the RFP responses.

The tech planning process is moving forward. Library staff members on the Technology Planning Process Committee are preparing a "libraries responsibilities" document. The committee will meet at the end of the month to discuss this document and other progress made. It may be the last meeting for this group. A LINK governance workgroup has been formed to look at options and to plan the process of discussing and possibly revising LINK governance. There will probably be a facilitated meeting to begin this discussion, which would be open to current and future LINK members. Lauren Blough, P. Davis, and S. Morrill have begun discussing a retreat for technology staff. The purpose would be to discuss how we could perform our work more efficiently and how this might change our organization structure.

We are also continuing to do things in response to suggestions and concerns from the technology planning survey. A topic that was raised was communication related to technology. We will be launching a technology blog called Tech Bits on February 2. There will be many authors from both the Administration and Automation offices and we're hoping this blog can be a communication mechanism for developments in the technology world, both at SCLS and beyond...

Today is our first in-house payroll, and it is in process as we meet.

An email list has been set up for the Board of Trustees. We will be using this list to send information, but it will not be used for discussion. A blog will also be set up for documents and other information. Our plan is to send updates that appear on the blog to the email list and those who do not have email will also be able to see this information on the blog.

McMillan Public Library in Wisconsin Rapids will be providing computers that can be used for families of deployed service people to help them stay in touch. Cameras and Skype will be on these machines and they will be set up in a specific area for this use.

We have been using two different methods for web conferencing and training. The Automation staff needed to be able to show actual applications for their training, and our cheaper web conferencing option could not support this. We think we have found one solution that will work for all purposes and could save us thousands of dollars a year. It's called GoToWebinar, and we will be using it this month as a trial. A big thanks goes to Beth Carpenter from the OWLS system for sharing this discovery with us.

**Public Library Advisory Committee (PLAC) Report:**

**Multitype Advisory Committee (MALC) Report:**

**LINK Report:**

Agenda and Minutes for the above committees can be found on the web at:

<http://www.scls.info/committees/index.html>

**Other Business:**

a. **Board Committee Descriptions/Assignments:** For those board members who have not turned in this form, please do so.

**Information sharing:** None

Meeting adjourned at 1:10 p.m.

Heid Moe, Recorder

"System Director's" Report  
January 2009

(This is a quasi-"System Director's" report: Phyllis is under the weather, so I'm guest writing the report this month – Stef)

Every other month, staff from all three SCLS departments get together for a joint meeting. There are usually 20 or so people around the table, and we always have the same basic agenda: we have a topic for discussion, we share information about what we're working on, and then we have the "question of the day".

The "question of the day" was designed to help us get to know one another. We're in three separate physical spaces, and we don't have the daily interactions that help to develop relationships. Some "questions of the day" in the past have been favorite childhood books, first concert, and Thanksgiving memories, and the discussion around the question usually includes lots of laughing and silliness.

Staff members were a little surprised when the January "question of the day" took a more reflective tone – "What did you accomplish in 2008 that you are most proud of?" After a few seconds of silence, the staff had no problem thinking of things to share:

- There were 35,000 sessions on the wireless internet access system SCLS has deployed in 32 libraries, an average of 312 sessions per day (not including Sundays). This number is more impressive when you consider that most of these systems are installed in our small, rural libraries. This number does not include any Madison libraries.
- We made the decision to go with an open source ILS. A lot of work went into this decision: researching the Koha product to determine if it was a viable option, organizing vendor demos, coordinating member library feedback and committees, and much more.
- Delivery was proud of the changes they made to their route structure. These changes allowed them to contain costs in the face of rising fuel costs and every increasing volume.
- SCLS staff visited almost every one of our 52 libraries this year. The staff involved in this project learned a lot by doing it, and the libraries were happy to have the opportunity to host a visit and share with us.
- This year's Wisconsin Library Association was a huge success, and couldn't have happened without the hard work of SCLS staff members. A number of SCLS staff served in various roles on the conference committee.
- More and more libraries are using the Summer Library Program Video. In 2008, 29 libraries requested 100 copies of the recording to use in school visits.



# SOUTH CENTRAL LIBRARY SYSTEM

## Circulation and ILL Statistics

December 2008

	*2007	2007	**2007	2007 Annual	Same Mo. Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2007 Mo. Circ.	Borrowed	Loaned	Circ. 2008
<b>ADAMS</b>								
Adams City	18,459	88,602	33,598	323,676	7,206	8,256	2,468	96,725
Rome	3,160	26,594	17,838	132,645	1,888	2,054	99	31,837
<b>TOTAL</b>	<b>21,619</b>	<b>115,196</b>	<b>51,436</b>	<b>456,321</b>	<b>9,094</b>	<b>10,310</b>	<b>2,567</b>	<b>128,562</b>
<b>COLUMBIA</b>								
Cambria	778	20,787	8,790	103,198	1,254	1,773	967	24,693
Columbus	4,844	96,462	43,865	293,666	7,938	7,503	2,038	105,014
Lodi	3,006	96,846	30,619	258,097	7,445	7,377	2,971	98,397
Pardeeville	2,098	42,380	24,483	135,805	3,311	2,953	1,338	43,537
Portage	10,070	223,200	64,546	521,147	17,925	17,034	5,671	222,851
Poynette	2,520	57,516	20,467	129,810	4,289	4,206	1,589	2,025
Rio	986	33,649	26,594	134,482	2,706	2,377	105	31,102
Wis. Dells	5,208	84,979	40,276	406,082	6,027	7,461	2,938	95,426
Wycocena	729	7,840	8,982	55,100	820	1,345	625	12,955
<b>TOTAL</b>	<b>27,762</b>	<b>663,659</b>	<b>268,622</b>	<b>2,499,887</b>	<b>51,715</b>	<b>52,029</b>	<b>18,242</b>	<b>691,136</b>
<b>DANE</b>								
Belleville	2,210	68,124	30,078	219,264	5,397	5,152	1,962	73,404
Black Earth	1,347	41,945	22,176	111,520	3,074	2,929	1,033	40,011
Cambridge	1,261	55,096	26,905	136,412	4,449	4,719	1,902	60,398
Cross Plains	3,492	92,811	40,295	314,829	6,523	7,097	2,209	91,527
Deerfield	2,226	56,317	22,790	150,334	5,096	4,287	2,503	59,363
DeForest	8,414	375,944	86,733	670,082	29,968	29,284	7,539	381,982
Marshall	3,689	54,949	32,185	185,802	4,142	4,387	1,616	59,269
Mazomanie	1,606	39,304	19,979	103,636	3,140	2,979	1,652	37,674
McFarland	7,336	199,713	58,030	444,480	15,505	16,423	4,998	206,532
Middleton	16,960	716,348	109,310	1,514,055	58,810	58,792	16,706	755,761
Monona	8,148	248,307	72,761	622,247	19,974	21,005	6,197	265,171
Mt. Horeb	6,652	213,894	51,212	558,970	16,621	16,473	6,499	217,511
Oregon	8,721	271,934	61,366	553,237	22,098	23,662	9,050	301,907
Stoughton	12,800	274,010	68,585	720,995	21,229	20,376	7,370	271,979
Sun Prairie	25,730	495,715	105,131	1,454,822	40,086	40,551	10,392	543,605
Verona	10,125	499,380	77,103	841,770	40,507	41,949	13,044	535,535
Waunakee	11,010	242,563	74,033	597,678	18,739	18,605	6,271	259,726
Madison	224,810	4,628,191	931,836	12,652,349	383,718	368,190	70,200	4,744,814
DCLS	112,376	174,281	50,535	3,942,868	14,423	11,902	2,356	179,622
<b>TOTAL</b>	<b>468,913</b>	<b>8,748,826</b>	<b>1,941,043</b>	<b>25,795,350</b>	<b>713,499</b>	<b>698,762</b>	<b>173,499</b>	<b>9,085,791</b>
<b>SUB TOTAL</b>	<b>548,533</b>	<b>9,527,681</b>	<b>2,261,101</b>	<b>28,751,558</b>	<b>774,308</b>	<b>761,101</b>	<b>194,308</b>	<b>9,905,489</b>

	*2007	2007	**2007	2007 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2007	Mo. Circ.	Borrowed	Loaned	Circ. 2008
<b>GREEN</b>									
Albany	2,178	40,174	16,407	76,653	3,149	3,423	198	-	38,279
Broadhead	3,215	67,375	49,407	175,613	5,612	5,292	899	4,046	71,472
Monroe	15,290	228,066	92,191	786,130	17,759	17,314	4,970	7,542	224,694
Monticello	1,172	65,092	40,719	120,203	no report	no report			
New Glarus	2,107	78,633	29,933	229,203	6,521	6,454	2,759	5,131	80,486
Other City	12,014			295,588					
<b>TOTAL</b>	<b>35,976</b>	<b>479,340</b>	<b>228,657</b>	<b>1,683,390</b>	<b>33,041</b>	<b>32,483</b>	<b>8,826</b>	<b>16,719</b>	<b>414,931</b>
<b>PORTAGE</b>									
Amherst	1,051	18,805	22,651	35,033					82
Portage City	68,908	468,297	144,300	1,715,901	40,633	32,386	430	78	488,843
<b>TOTAL</b>	<b>69,959</b>	<b>487,102</b>	<b>166,951</b>	<b>1,750,934</b>	<b>40,633</b>	<b>32,386</b>	<b>430</b>	<b>78</b>	<b>488,925</b>
<b>SAUK</b>									
Baraboo	11,710	249,324	70,919	755,713	19,637	19,734	7,105	5,857	249,555
LaValle	324	5,291	6,277	21,597	397	-	-	3	2,522
N. Freedom	628	12,484	6,361	28,954	936	1,626	778	870	17,810
Plain	791	34,351	14,121	102,527	2,933	2,441	1,281	1,404	29,154
Prairie du Sac	3,656	113,580	46,565	297,020	10,628	10,347	3,603	4,221	137,118
Reedsburg	9,028	259,009	81,524	567,463	21,687	19,807	4,591	8,957	262,668
Rock Springs	406	10,921	7396	41,916	878	-	-	122	5,350
Sauk City	3,302	121,743	44,815	292,024	10,204	10,155	3,610	3,415	131,287
Spring Green	1,508	84,717	30,510	190,820	7,318	8,756	3,206	2,625	96,814
Other City	26,458			790,591					
<b>TOTAL</b>	<b>57,811</b>	<b>891,420</b>	<b>308,488</b>	<b>3,088,625</b>	<b>74,618</b>	<b>72,866</b>	<b>24,174</b>	<b>27,474</b>	<b>932,278</b>
<b>WOOD</b>									
Arpin	828	8,682	14,110	23,529	no report	no report			
Marshfield	21,238	411,890	136,547	1,373,754	34,380	no report			334,995
Nekoosa	2,610	37,866	43,416	147,224		2,532	156	-	56,498
Pittsville	891	28,761	17,943	55,158	2,244	2,105	26	-	29,759
Vesper	532	8,106	13,467	27,535	615	437	44	-	8,759
Wis. Rapids	18,500	416,871	112,298	1,423,479	34,824	37,412	8,308	9,021	490,077
Other City	34,778			643,713					
<b>TOTAL</b>	<b>79,377</b>	<b>912,176</b>	<b>337,781</b>	<b>3,694,392</b>	<b>72,063</b>	<b>42,486</b>	<b>8,534</b>	<b>9,021</b>	<b>920,088</b>
<b>SUB TOTAL</b>	<b>243,123</b>	<b>2,770,038</b>	<b>1,041,877</b>	<b>10,217,341</b>	<b>220,355</b>	<b>180,221</b>	<b>41,964</b>	<b>53,292</b>	<b>2,756,222</b>
<b>GRAND TOTAL</b>	<b>791,656</b>	<b>12,297,719</b>	<b>3,302,978</b>	<b>38,968,899</b>	<b>994,663</b>	<b>941,322</b>	<b>236,272</b>	<b>384,402</b>	<b>12,661,711</b>

\*Based on DOA Official Population Estimates 1/01/07 and includes all those individuals who pay library taxes directly to the indicated community

\*\*Collection includes books, serials, audio, film, video, and other materials such as software, art prints, and toys.

**ADAMS COUNTY SURVEYOR'S OFFICE**  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
(608)-339-4226 (608)-339-3808  
P.O. BOX 187 -- FRIENDSHIP, WI 53934

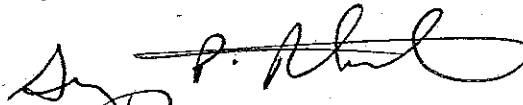
**ADAMS COUNTY SURVEYOR'S REPORT # 424**  
February 3, 2009  
Report for the month of January, 2009

The last corner in the 2008 Government Corner Maintenance Program was completed last weeks cold weather. The north quarter corner of Section 25 -18-4E is on an island in the Big Roche a Cri Creek bottom along Castle Rock Lake and we were utilized the ice to access and maintain the corner.

Work has started on the 2009 Monument Maintenance Program which includes all of Rome, Leola, Monroe and the portion of Big Flats in T19N, R5E.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel.

Respectfully Submitted;

  
Gregory P. Rhinehart,  
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE  
GREGORY P. RHINEHART, COUNTY SURVEYOR  
P.O. BOX 187, FRIENDSHIP, WI 53934  
(608) 339-4226

SUMMARY OF ACCOUNTS 2009

	<u>RETAINER</u>	<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
Budget	\$3,600.00	\$21,900.00	\$ 500.00
JANUARY	300.00		100.00
Balance	\$3,300.00	\$21,900.00	\$ 400.00
FEBRUARY			
Balance			
MARCH			
Balance			
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
GrandTotal \$			